



***epoline*® Phoenix**

Document Capture

Table of Contents

Introduction	1
Description of process	1
Process diagram	2

Chapter I Indexing

1. General	1
2. Indexing steps	1
3. Start <i>epoline</i> ® Phoenix	1
Menus	2
Shortcut keys	3
4. Indexing	5
4.1 Batch Create	5
4.2 Data Entry	6
4.2.1 Dossier number	6
4.2.2 Date	7
4.2.3 Document Code	7
4.2.4 Number of pages	7
4.2.5 Finish document/dossier/batch	7
4.2.6 Fax receipt	8
4.2.7 Document annotation	8
4.2.8 Dossier annotation	8
4.2.9 Manual distribution	8
4.2.10 Procedures	8
4.2.11 Participant	8
4.3 Batch Content	9
4.3.1 Explanation of Barcode sheets	9
5. Index correction	10
5.1 Before finishing dossier.....	10
5.2 After batch end	10
5.2.1 Batch edit	10
5.2.2 Edit package	10
5.2.3 Edit via dossier TOC	11
6. Add packages to a batch	12
6.1 Working batch	12
6.2 New batch	12
7. Correct XX batch	12
8. Treatment rejected packages	13
Treatment of Re-scan request	14

Chapter II Batch transfer

1. Batch transfer	1
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Chapter III Scanning

1. General	1
2. Scanning steps	1
3. Start Phoenix scanning	2
4. Scanning	2
4.1 Batch Scanning	2
4.2 Error handling	3
4.2.1 General errors	3



4.2.2	Index error	3
4.2.3	Scanner misfeed	5
4.2.4	Barcode Sheet errors	6
4.2.5	Error Recovery	7
4.2.6	Trouble shooting	9

Chapter IV CD Creation

1.	General	1
2.	CD generation	1
3.	CD-R writing	3
4.	Quality Control	4
4.1	CD-R quality control	4
4.1.1	Sytematic	5
4.1.2	Interactive	6

Chapter V CD Loading

1.	General	1
2.	Settings	1
3.	CD Loading	3
4.	Package status overview	6

Chapter VI Batch storage

1.	General	1
2.	Retrieval of packages	1
3.	Storing of Batches	2

Annex A Examples of Barcode Sheets

Batch Cover Sheet	1
Package Data Sheet	2
Document Separator Sheet	3
Indexing Card	4
Batch Terminator Sheet	5

Annex B epoline® Phoenix Scanning Installation and Adminstrator Manual

1.	Introduction	1
1.1	Application modules	1
2.	Installation	2
2.1	Installation procedure.....	2
3.	Configuration	4
3.1	General Options	4
3.2	Kodak scanner family configuration	5
3.3	ISIS scanner family configuration	6
3.4	Rotation	7
3.5	Barcode reading configuration	8
3.6	Scanfix Options	9
4.	Reports	11
4.1	Quality Control Statistics	11
4.2	Daily production	12
4.3	Rejected packages	13



4.4	Partially Scanned batches	14
4.5	CD Contents	15
5.	Security	16
5.1	User access control	16
6.	Database Administration and Database	17
6.1	Change current database	17
6.2	Local Hardisk maintenance	18
6.3	CD maintenance	18

Annex C epoline® Phoenix Scanning configuration requirements

1.	Hardware requirements	1
2.	Installation requirements.....	2
2.1	Windows 95	2
2.2	Windows 98	2
2.3	Windows NT.....	2
2.4	License database	3



epoline® Phoenix Document Capture

Introduction

This manual describes the process of converting paper documents into digital images and index data by using the *epoline*® Phoenix indexing- and scanning modules.

Description of process:

1. Index documents/Create Batches
2. Transfer of batch data
3. Scan Batches
4. CD-R Creation
5. CD-R Loading
6. Store scanned batches

The diagram on the next page shows the process.



Chapter I

I n d e x i n g

Indexing

1. General

- 1.1 Entering the correct indexing information is very important. After the batches have been transferred for scanning (BATCH Transfer) correcting mistakes is difficult, time consuming and requires re-indexing and/or re-scanning.
- 1.2 Double sided documents have to be scanned separately on a DUPLEX scanner. For this purpose they are indexed separately and duplex batches have to be created.
If reverse pages are left blank an **X** must be put on the blank page(s).

2. Indexing steps in random order

- Remove staples and/or ribbons
- Count pages
- Documents having a size smaller or larger than A4 can be enlarged or reduced to size A4 by means of photocopying.
- Put aside double sided documents, (if present) for later indexing (see 4.1.1).

Write application number and DREC date on these documents.

- Entry of index data.
- Insert Documents separator sheet (DSS) in the correct place.
- Insert printed Package Data Sheet (PDS) in the correct place.

3. Start working with epoline® Phoenix

- 3.1 Before you can start working with epoline® Phoenix you have to Log in. The Log in window will appear as soon as you have started epoline® Phoenix from your Desktop.
- 3.2 epoline® Phoenix will normally pre-fill your User-Id. You then need to type your normal password and select "enter" with your mouse or press the <enter> key on the numeric keypad. In order to transfer the cursor from one field to the next, please use the <TAB> key and not <Return> (<return acts in the same way as <Enter> in many epoline® Phoenix operations) as this will result in an error message - if so, just try again.

3.3 Close/Exit *epoline*® Phoenix

A distinction should be made between "closing" and "exiting" *epoline*® Phoenix: "close" when you might want to re-open *epoline*® Phoenix ("close" does not log off) and "exit" when you have finished working for the day ("exit" logs you off).

To close:

- click on the "folder" icon in the extreme top left of the *epoline*® Phoenix screen and select "close" (or double click the icon).
- select on the "square with a diagonal slash" icon in the extreme top right of the *epoline*® Phoenix screen
- press <Alt> + <F4>

3.4 *epoline*® Phoenix desktop

When you log on to *epoline*® Phoenix, the *epoline*® Phoenix desktop will appear as the default screen. The *epoline*® Phoenix desktop consists of your mailbox in the top part of the screen and a panel to display currently open dossiers at the bottom.

Menus

There are eight pull-down menus in the Phoenix desktop which are selectable with the left mouse button (single click). In addition, they can be selected via the keyboard by holding down the <Alt> key and pressing the initial letter of the menu name (the initial letter is underlined).

After the pull-down menu has been activated, an item can be selected simply by pressing the initial letter of the menu item (if it is underlined). Alternatively, press the function key(s) shown.

General Shortcut Keys	
Function	Key
Close Phoenix or a Window	Alt + F4
Restore	Alt + F5
Move	Alt + F7
Size	Alt + F8
Minimize	Alt + F9
Maximize	Alt + F10
Hide	Alt + F11

On the next two pages you will find the specific indexing shortcut keys.

Phoenix Main Window - Batch

Function	Key	Alternative key
Create Batch (a/b)	F9	ALT-B+C
Create Backfile (a/b)	CTRL - F9	ALT-B+B
Edit (c)	F10	ALT-B+E
Transfer		ALT-B+T

Batch Creation window

Function	Key
Ok	O
Add documents	D
Add packages	P

Indexing window (after Add documents)

Function	Key
Add	ALT-A
Modify	ALT-M
Delete	ALT-D
Clear	ALT-C
Ok	ALT-O

Add Packages to Batch window (after Add packages)

Function	Key
Add	ALT-A
Delete	ALT-D
Clear	ALT-C
Ok	ALT-O

Edit package	
Function	Key
Edit packages	ALT-E
Close package	ALT-C
Print Package Data Sheet	ALT-P
Save	ALT-S
Print Batch Cover Sheet	ALT-B
Ok	ALT-O

Batch transfer	
Function	Key
Transfer	ALT-T
Close	ALT-C

Paper Storage	
Function	Key
New	ALT-N
Edit	ALT-E
Delete	ALT-D
Transfer	ALT-T
Acknowledge receipt	ALT-A
Returned back	ALT-R
Save to CSV	ALT-S
Ok	ALT-O

4. Indexing

4.1. Batch creation

On the MAIN *epoline®* Phoenix window Select **BATCH** followed by **CREATE** (or F9)

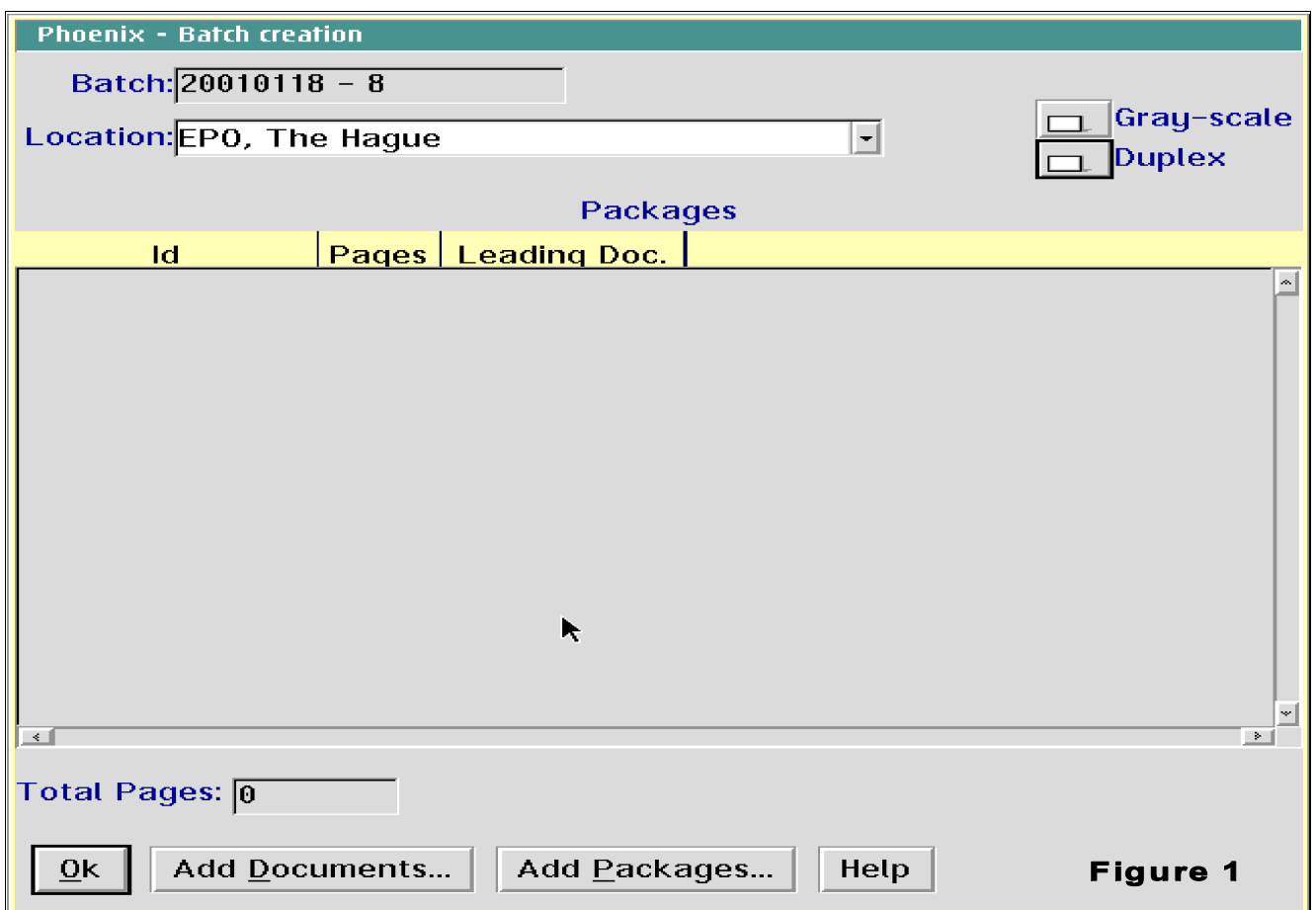
*In the Batch creation window (Figure 1) the next available batch number is automatically pre-filled by *epoline®* Phoenix.*

The location is linked to your Userid, if the location is not correct you can select it.

The location is linked to the Batch Id e.g. The Hague is TH

4.1.1 Check Duplex box if you are indexing **double sided documents**

A batch contains either single side or double sided documents, a mix is NOT possible.



Phoenix - Batch creation

Batch: 20010118 - 8

Location: EP0, The Hague

Gray-scale

Duplex

Packages

Id	Pages	Leading Doc.
----	-------	--------------

Total Pages: 0

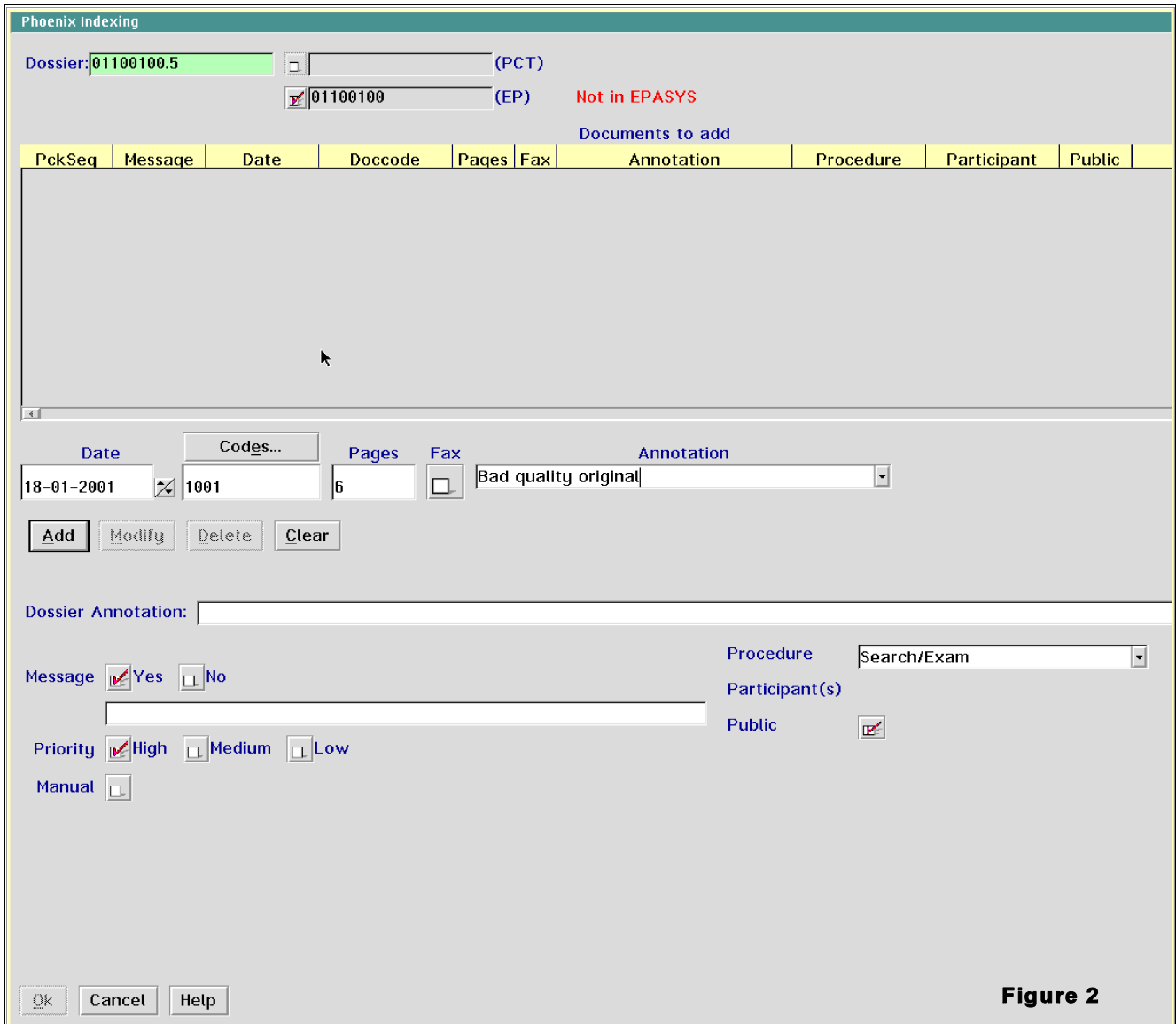
Ok Add Documents... Add Packages... Help

Figure 1

4.1.2 Select **ADD Documents**

*The *epoline®* Phoenix Indexing window (Figure 2) is now opened.*

4.2 Data Entry



Phoenix Indexing

Dossier: 01100100.5 (PCT)

☒ 01100100 (EP) Not in EPASYS

Documents to add

PckSeq	Message	Date	Doccode	Pages	Fax	Annotation	Procedure	Participant	Public

Date: 18-01-2001 Codes... Pages: 6 Fax: ☐ Annotation: Bad quality original

Add Modify Delete Clear

Dossier Annotation:

Message: ☒ Yes ☐ No

Priority: ☒ High ☐ Medium ☐ Low

Manual: ☐

Procedure: Search/Exam

Participant(s):

Public: ☒

Ok Cancel Help

Figure 2

4.2.1 Enter **Dossier Number** (including check digit if required).

The background colour of the dossier number entry field will change from red to Green if the number is entered correctly and after a check the cursor will be positioned in the Date entry field.

4.2.2 Enter **DATE** (normally date of receipt)

The date in the date field is always today's date, the date can be easily changed.

To change the day you can use the UP and DOWN arrow keys.

To change the month you can use the Page UP and Page DOWN keys.

To change the year you have to re-type it.

The date will now stay the same until you change it or when starting a new dossier.

Press the **TAB** key to jump from one field to another.

4.2.3 Enter Document Code

You can use the DocCode helper if you are not sure of the Code.

- Select Codes and the DocCode helper window is opened.

- By selecting the first letter/digit of the DocCode you will get a list of available DocCodes and by double clicking the correct DocCode out of the list, the DocCode will be automatically filled in.

- A search can be performed by selecting the Description TAB followed by a word typed in the DocCode field. You will then get a list of available DocCodes

4.2.4 Enter Number of Pages

L For Double sided documents this is always an even number of pages

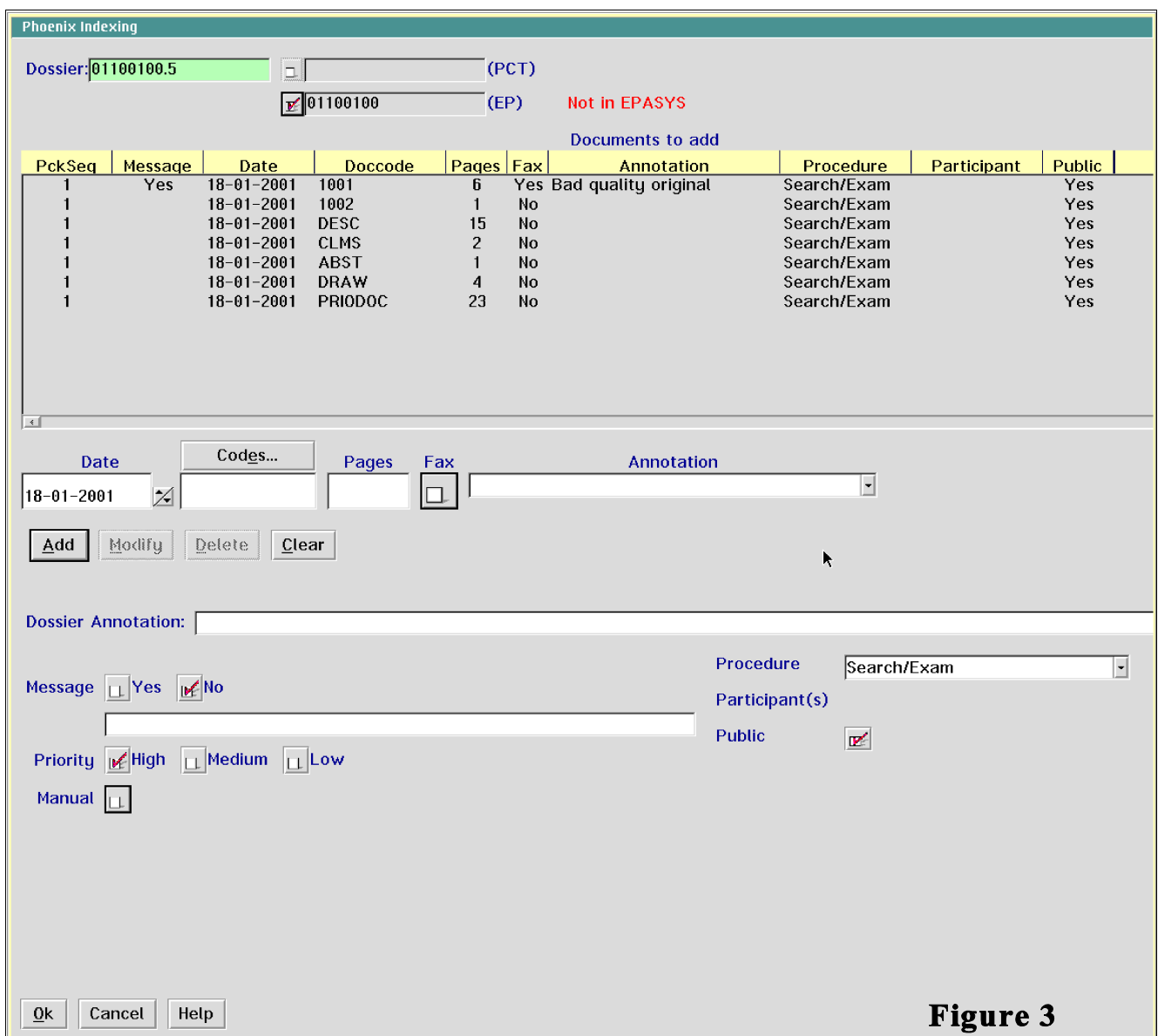
4.2.5 Finish Document/Dossier/Batch

4.2.5.1 To finish the document, press **Enter** or select **ADD**

The document will be added to the documents to add window.

Repeat steps 4.2.2 up to and including 4.2.5 as often as there are documents for the same dossier.

L See point 4.2.6 - 4.2.11. To be done before finishing the document.



Phoenix Indexing

Dossier: 01100100.5 (PCT)

☒ 01100100 (EP) **Not in EPASYS**

Documents to add

PckSeq	Message	Date	Doccode	Pages	Fax	Annotation	Procedure	Participant	Public
1	Yes	18-01-2001	1001	6	Yes	Bad quality original	Search/Exam		Yes
1		18-01-2001	1002	1	No		Search/Exam		Yes
1		18-01-2001	DESC	15	No		Search/Exam		Yes
1		18-01-2001	CLMS	2	No		Search/Exam		Yes
1		18-01-2001	ABST	1	No		Search/Exam		Yes
1		18-01-2001	DRAW	4	No		Search/Exam		Yes
1		18-01-2001	PRIODOC	23	No		Search/Exam		Yes

Date 18-01-2001 **Codes...** **Pages** **Fax** **Annotation**

Add **Modify** **Delete** **Clear**

Dossier Annotation:

Message ☐ Yes ☒ No

Procedure Search/Exam

Participant(s)

Public ☒

Priority ☒ High ☐ Medium ☐ Low

Manual ☐

Ok **Cancel** **Help**

Figure 3

4.2.5.2 To finish the dossier, Select **OK** on Phoenix indexing window.

*You will return to the Batch creation window (Figure 1) and a **Package Data Sheet (PDS)** will be printed on your local printer. The PDS and the **Document Separator Sheet (DSS)** have to be put in front of the documents you have indexed. The PDS and the DSS contain a Barcode that is required for scanning. It is very important to keep the PDS's, DSS's and the documents in the same order as they are indexed. Misplaced packages will cause problems during scanning.*

You can add documents, belonging to other dossier(s), to the batch by repeating steps 4.2.1 up to and including 4.2.5.2

4.2.5.3 To finish Batch select **OK** on Batch creation window.

*You will return to the Main Window and a **Batch Cover Sheet** will be printed.*

4.2.6 If documents are received by fax the **FAX** box has to be checked - Select FAX box or press SPACE bar.

4.2.7 If required enter **Document annotation** or select an annotation from the list

E.g. if the quality of the pages is bad or pages are missing. This information will assist the end-user in the further processing of the dossier.

4.2.8 If a **Dossier Annotation** is required, place cursor in entry field and enter the annotation.

4.2.9 Manual distribution

One can decide not to send a message or to send a message to a specific team/department. By selecting the **Manual Box**, one can select a Team/department and if required a member in that team/department. Decision to overwrite the automatic distribution is normally taken by the Pre-Indexing Officer.

General information

Based on the document code the following items are automatically selected:

- Message Yes or No (Message to epoline® Phoenix user based on distribution algorithm)
- Procedure e.g. Search/Examination, Opposition, Appeal
- Priority
- Public Yes or No (Can the document be viewed by the public during file inspection)

Document Code attributes are setup by the epoline® Phoenix Administrator in the Management Tool

4.2.10 Procedures

If instructed by the pre-indexing staff, the default procedure should be overwritten by selecting and selecting the procedure as indicated on the indexing card.

4.2.11 Participants

It may occur that you are instructed by the pre-indexing staff to indicate the participant in e.g. the opposition procedure. Select and select the participant as indicated on the indexing card.

An opposition participant sub-folder is created by an authorised officer.

4.3 Batch Content

The result of the indexing operation is a batch containing:

Batch Cover Sheet	. Blue paper
Package Data Sheet	. Blue paper
Document Separator Sheet	. Yellow paper
Document	
Document Separator Sheet	
Document	
Package Data Sheet	Other dossier or document for the same dossier but with a different date.
Document Separator Sheet	
Document	
Document Separator Sheet	
Document	
End of Batch identifier	. Document Separator Sheet or Batch Terminator Sheet

For efficiency reasons the total number of sheets in a batch is ± 500 pages

You always have to insert a DSS or BTS as last page of the Batch!

- L** Keep packages in the same order as you have indexed them !
Misplaced packages will cause problems during scanning and may cause rejection of the whole batch.

4.3.1 Explanation of Barcode sheets

BCS lists all packages in the batch.

PDS lists all documents in a package

DSS is used to separate documents in a package

Last DSS/BTS is recognised by the scanning software and identifies End of Batch

Batch Terminator Sheet can also be used as the End of Batch identifier

Batch Cover Sheet is used:

- To identify the batch
- To transfer batch information from *epoline*® Phoenix/DMS to Scan Server (Batch transfer)
- To indicate during scanning which batch is scanned.
- To store the batch in a box

- L** The BCS must NOT be scanned.

It is advised to connect a Barcode Reader pen to all indexing and scanning workstations.

5. Index Correction

5.1 Before finishing the dossier

- a. highlight the document in the "Documents to add" window,
When highlighting the document you will bring the index data back to the indexing line.
- b. make the required corrections
- c. select **Modify**.
You can continue to work in the batch as usual.

5.2 After Batch end

You have 3 options to correct a package

1. Using Batch - Edit
2. Using Package - Edit
3. In the dossier Details - Storage - Edit Package

5.2.1 Batch - Edit

- a. on the Main window go to Batch followed by Edit (or Press F10).
- b. Enter the **Batch Id** in the entry field
- c. highlight the Package you have to edit
- d. select **Edit Package**
- e. highlight the document
- f. make the required changes
- g. select **Modify**
- h. select **OK**.

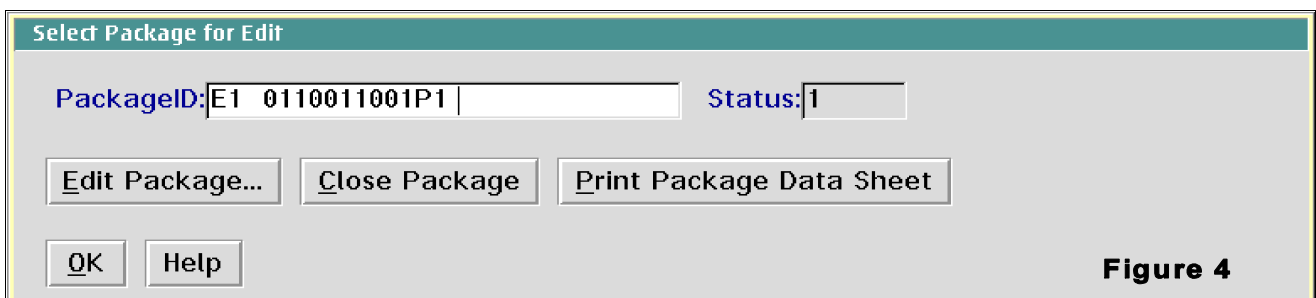
5.2.2 Edit Package

When during scanning packages are rejected due to a miscount you can correct package/index information.

- a. on the Main window go to **Package** followed by **Edit**
- b. enter the **Package Id** in the entry field (Figure 4)

L If you type the Package ID, type: E1(2x space)0110011001P1(1 space)

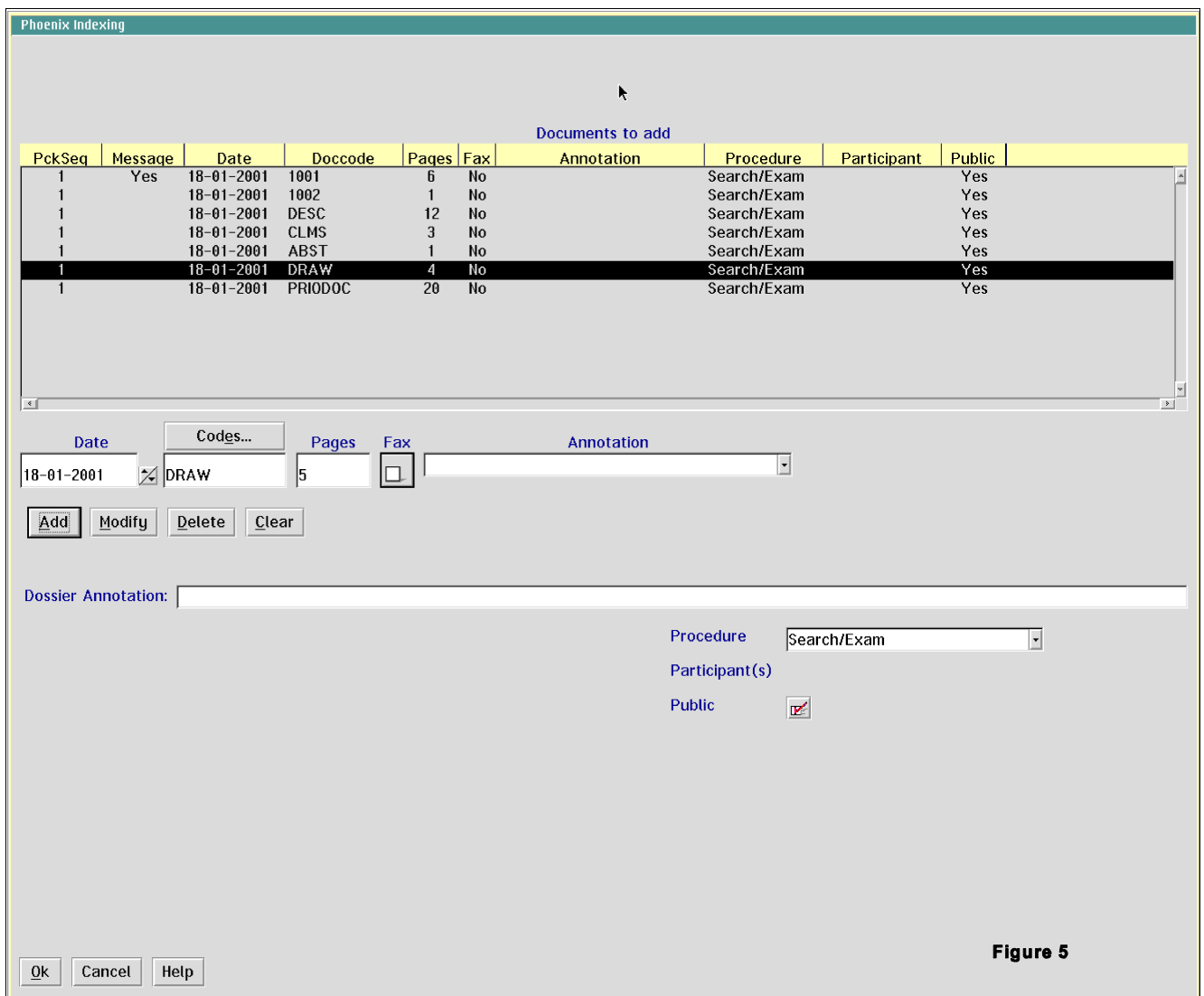
- c.. select **Edit Package**
- e. **highlight** the **document** you have to edit (Figure 5)



- f. make the required changes
e.g. select DRAW and change page from 4 to 5
- g. select **Modify**
- h. select **OK**.

5.2.3 Edit package via Dossier (Table Of Contents)

- a. on the Main epoline® Phoenix window go to Dossier followed by Open (or F2)
- b. enter the Dossier number containing the Package to be edited.
Dossier Table of Contents (TOC) will appear.
- c. Highlight the document you have to Edit. Press the RIGHT mouse button, followed by Details.
- d. Select the Storage TAB, followed by Edit Package.
- e. highlight the document you have to edit (Figure 5)
- f. make the required changes
- g. select **Modify**



Phoenix Indexing

Documents to add

PckSeq	Message	Date	Doccode	Pages	Fax	Annotation	Procedure	Participant	Public
1	Yes	18-01-2001	1001	6	No		Search/Exam		Yes
1		18-01-2001	1002	1	No		Search/Exam		Yes
1		18-01-2001	DESC	12	No		Search/Exam		Yes
1		18-01-2001	CLMS	3	No		Search/Exam		Yes
1		18-01-2001	ABST	1	No		Search/Exam		Yes
1		18-01-2001	DRAW	4	No		Search/Exam		Yes
1		18-01-2001	PRIODOC	20	No		Search/Exam		Yes

Date: 18-01-2001 Codes...: DRAW Pages: 5 Fax: ☐ Annotation:

Add Modify Delete Clear

Dossier Annotation:

Procedure: Search/Exam Participant(s): Public: ☐

Ok Cancel Help

Figure 5

- h. select **OK**. A **new** corrected package data sheet will be printed.

L The corrected package will no longer be part of the batch!
Make sure you add the corrected packages to another (new) Batch! (See 6).

6. Adding packages to Batches

Documents can also be indexed by other staff who will forward created packages to the scanning department. Scanning staff must add these packages to a Batch.

6.1 Working batch

Adding package(s) to the batch you are working on:

On the *epoline*® Phoenix - Batch creation window (Figure 1)

- a. Select **ADD PACKAGES**
- b. **Enter** (in CAPITAL letters) the complete **Package number** or use a Barcode reader
E1(2 spaces)9840156602P1(1 space)
- c. Select **OK**

6.2 New batch

- a. Select **BATCH CREATE** (or F9)
- b. Select **ADD PACKAGES**
- c. **Enter** (in CAPITAL letters) the complete **Package number**
Repeat steps b. and c. for all packages to be added
- d. Select **OK** (2x)

7. Correct XX-batch

During the creation of a batch it may occur that the *epoline*® Phoenix system crashes. The Data of the documents you already have entered for that batch are present in *epoline*® Phoenix, but a batch is not properly created. The corrupted batch was given an XX number as Batch Id.

- 7.1 The following procedure has to be followed in order to correct it.

Restart *epoline*® Phoenix

On the Main *epoline*® Phoenix Window

- a. Select **DOSSIER** followed by **OPEN** (or F2)
- b. **Enter** a **dossier number** (of a document that is part of the crashed batch)
You will now see the Table of Contents (TOC) of the dossier
- c. **Highlight** the same **document** as in point b. and press the **RIGHT mouse button**, followed by **Details**.
- d. Select the **Storage** TAB
- f. Write down Batch Id e.g. XX29-01-2001 0001
- g. Select **OK**
- h. Close dossier - F3

- i. Select **BATCH** followed by **EDIT** (or F10)
- j. On Batch ID line type XX200101290001
You will get a list of packages
- k. Select the **correct location**.
- m. Select **SAVE**
- n. Print Batch Cover Sheet

8. Treatment of Rejected Packages

If the number of pages you counted is incorrect, package(s) will be rejected during scanning.

Scanning software compares the number of pages indexed with the number of pages scanned. If there is mismatch, caused by either a scanner misfeed or an indexer miscount, the scanner will stop allowing the scan operator to correct the misfeed or reject the miscounted package.

The Index information (DMS file) was copied to the scan server during Batch Transfer

Changing package information and removing the package from the batch is required to enable re-scanning.

8.1 Edit a Rejected Package

On the MAIN epoline® Phoenix window:

- a. Select **Package EDIT** (Figure 4)
- b. Enter package number
- c. Select **EDIT Package**
- d. Highlight the document (Index data is now on Index line) (Figure 5)
- e. Make the required change (e.g. correct page count)
- f. Select **Modify**
- g. Select **OK**
- h. Package Data Sheet will be printed.

Make sure the packages are added to another Batch.

After images have been loaded into Phoenix, indexing/scanning mistakes can only be corrected by re-scanning the faulty document. Mistakes are e.g. wrong date, bad quality. Mistakes are normally detected by end users and reported to the Phoenix Support Desk. Faulty packages must be retrieved from the box.

9.1 Re-scan request

On the MAIN *epoline*® Phoenix window:

- a. Open dossier (F2)
- b. Highlight document to be re-scanned
- c. Go to document details - Right mouse click --> Details
Select storage TAB.
Here you will find all document/package storage information.
Make a screen print.

Retrieve package from box (see CH VI, point 2)

- e. Highlight document to re-scanned
- f. Close document - Right mouse click --> Close
- g. Create new document - Right mouse click --> New
- h. Enter correct index data: Date, DocCode, Pages
- i. Select OK
- j. Package Data Sheet will be printed.
Put PDS and DSS on top of the document and add package to a Batch.



Chapter II

B a t c h T r a n s f e r

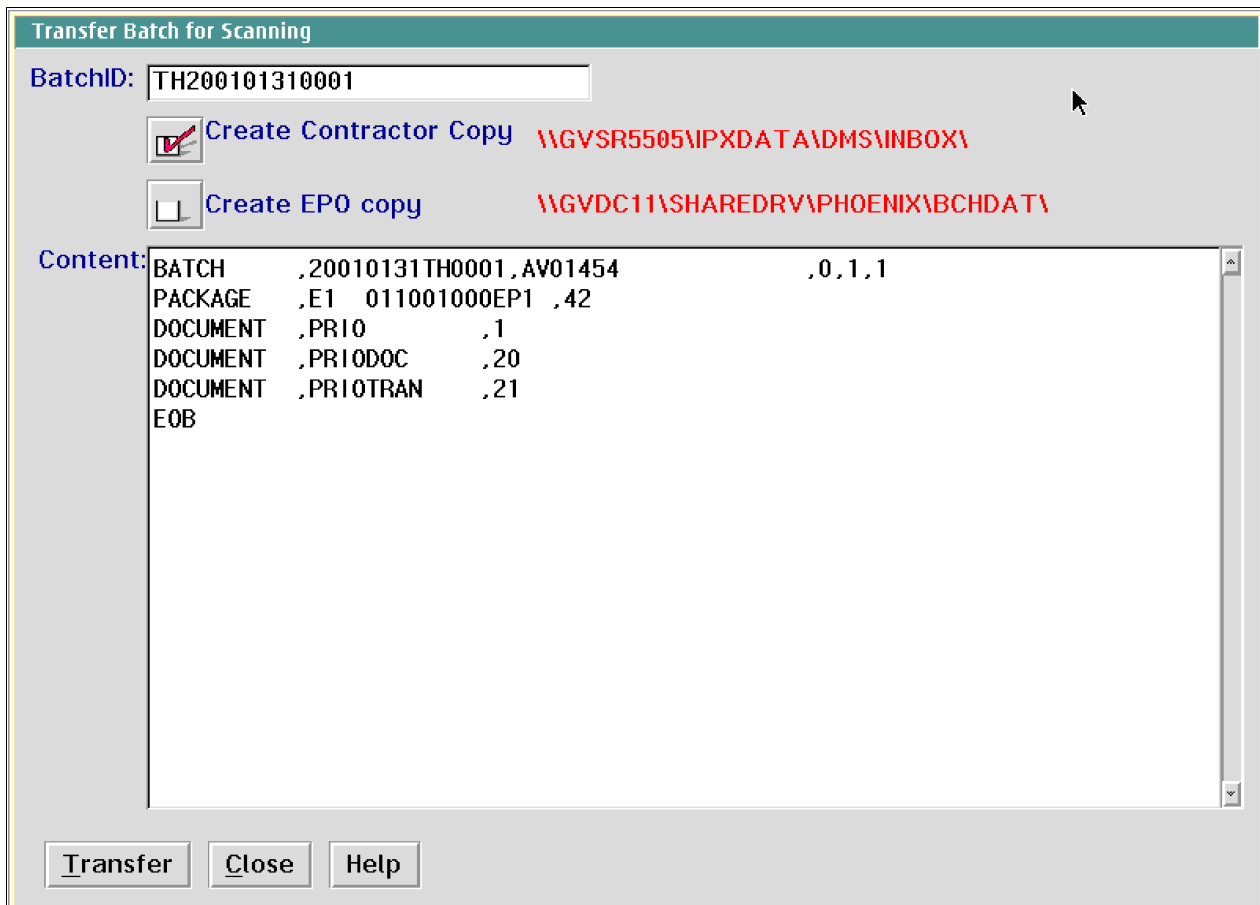
Batch transfer

After finishing the batch, index data (DMS file) must be copied to the DMS\INBOX of the scan server

1.1. On the MAIN Phoenix window select **BATCH** followed by **Transfer**

1.2 Enter the **Batch Id** of the batch

*In the content field the batch information will appear
Make sure Create Contractor Copy box is checked*



Transfer Batch for Scanning

BatchID: TH200101310001

☒ Create Contractor Copy \\GVSR5505\MPXDATA\DMS\INBOX\

☐ Create EP0 copy \\GVDC11\SHARED\DRV\PHOENIX\BCHDATA\

Content:

```
BATCH ,20010131TH0001,AV01454 ,0,1,1
PACKAGE ,E1 011001000EP1 ,42
DOCUMENT ,PRI0 ,1
DOCUMENT ,PRI0DOC ,20
DOCUMENT ,PRI0TRAN ,21
EOB
```

Transfer Close Help

1.3 Select **Transfer** *DMS file is now copied to the scan server*

Repeat step 1.2 and 1.3 for all batches to be transferred

1.4 Select **Close** to finish Batch transfer.



Chapter III

S c a n n i n g

Scanning

1. General

After the successful transfer of the DMS file via the Batch Transfer Function of *epoline®* Phoenix, the scanning operator is able to scan the indexed Batches.

Before starting the scanning process make sure that you:

- ⌘ Clean the scanner on a regular basis
- ⌘ Calibrate the scanner
- ⌘ Use the Calibration Manager to make sure that the proper scanner settings are used
- ⌘ Decide type of page orientation (Portrait or Landscape)
(Landscape gives a 25% performance improvement)

2. Scanning steps

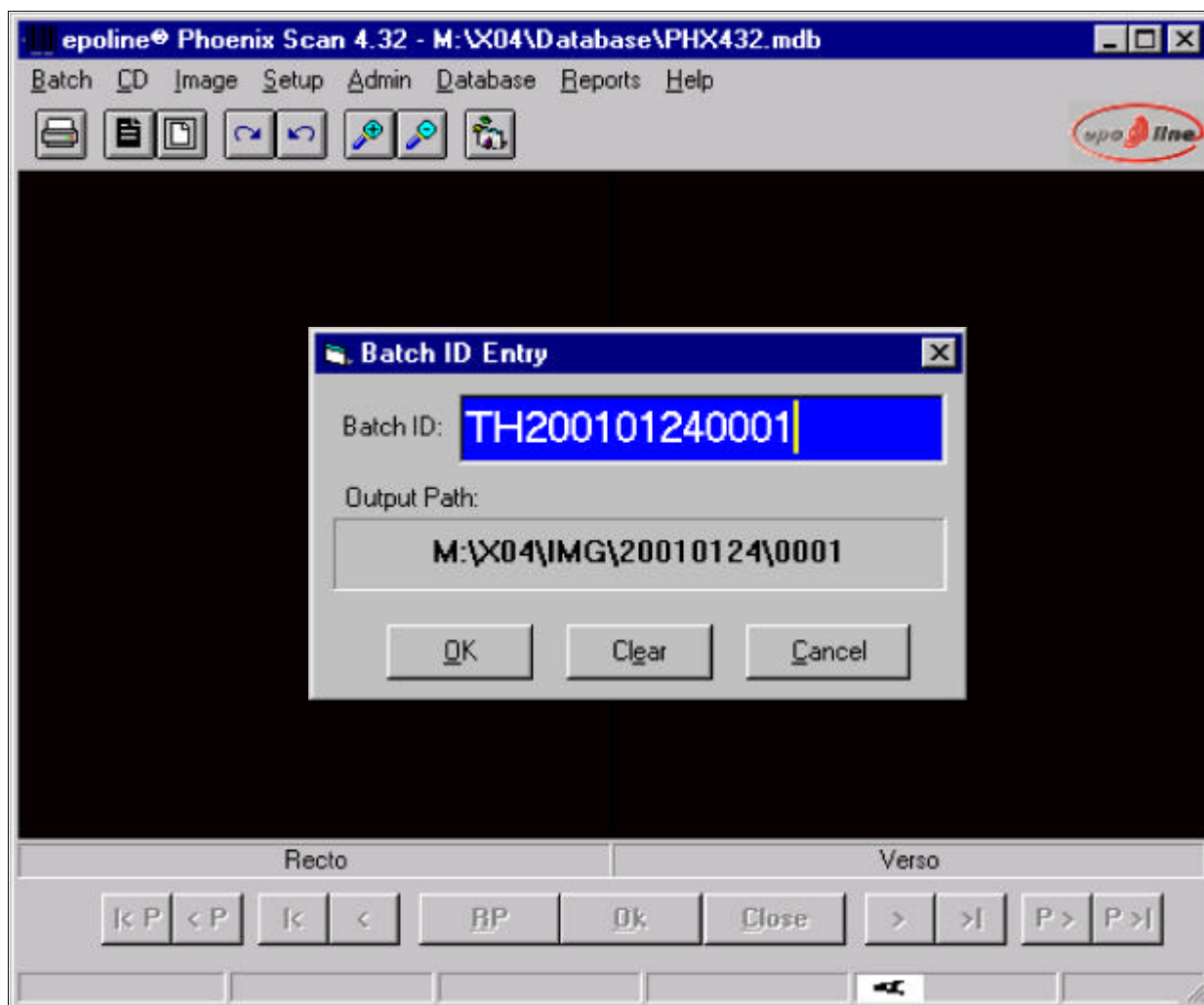
- ⌘ Scan batches
- ⌘ Generate batches – Pages will be de-skewed
(Batches are prepared for CD-R writing)
- ⌘ Create CD-R

3. Start working with *epoline®* Phoenix Scanning

- 3.1 Before you can start working with the *epoline®* Phoenix Scanning Software you have to Log in. The Log in window will appear as soon as you have started the scanning application from your desktop. Password is case sensitive.
- 3.2 Log in possibilities are:
 - ⌘ Administrator
 - ⌘ Supervisor
 - ⌘ Operatorgiving access to different application functionalities (Annex B, point 6).
- 3.3 Make sure the scanner is Switched **ON**

4. Batch Scanning

4.1 After you have logged in you will get the following screen



4.1.2 To start scanning:

- C Select Batch followed by Scan or
- C Select Scanner Icon

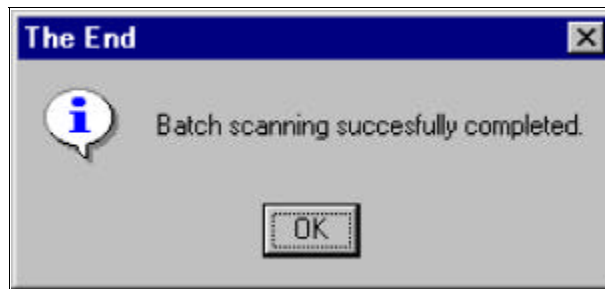
4.1.3 Enter the Batch Id

4.1.4 Start scanning by selecting **OK**.

*Make sure that paper is in the Automatic Document Feeder before selecting OK.
Dependant on the scanner type, scanning will start automatically or you have to press
the Start/Run button of the scanner.
During the scanning process you are able to view the images.*

Do NOT scan Batch Cover Sheet. Start at first Package Data Sheet.

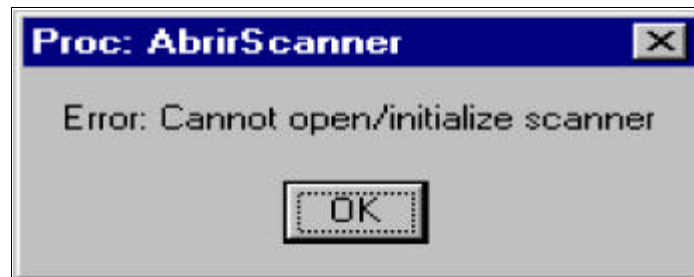
4.1.5 After successful scanning you will get the following message:



4.2 Error handling

4.2.1 General errors

4.2.1.1 If the scanner was NOT switched ON before opening the scanning application.



Solution: Switch scanner ON and restart scanning application

4.2.1.2 If the transfer of *epoline*® Phoenix/DMS data to the DMS Inbox of the scan server was not executed, the following message will appear in the Output Path field:

ERROR: Indexation Data not available

*DMS data has to be transferred using the Batch Transfer function of *epoline*® Phoenix. (See Ch II).*

4.2.1.3 If a batch is already scanned the following message will appear in the Output Path field:

ERROR: Batch scanning already successfully completed

4.2.2 Index errors

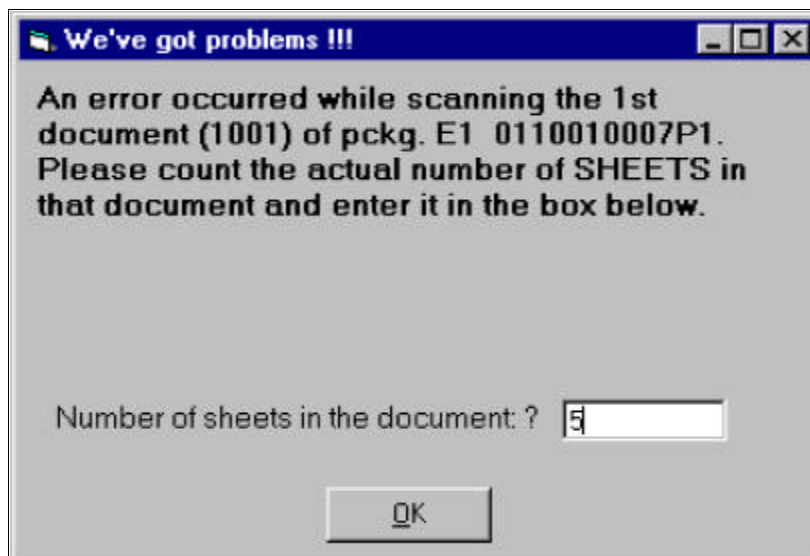
During scanning several problems may occur:

- C Wrong page count by indexer
- C Barcode sheet not present, misplaced or upside down

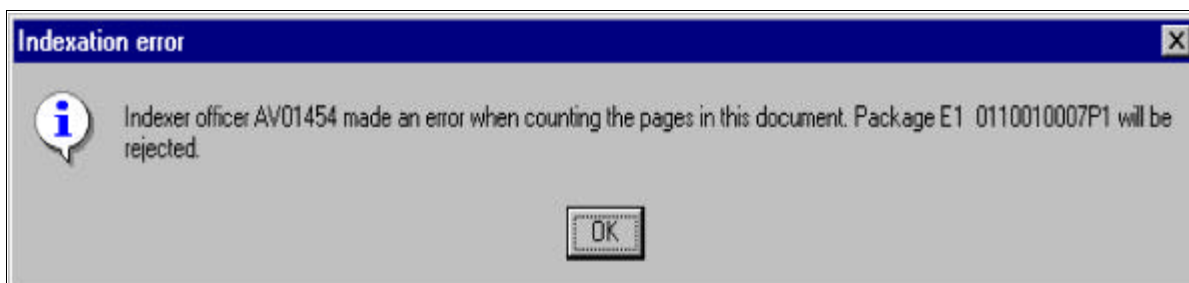
During the scanning process the software compares the number of pages counted/indexed with the number of pages scanned. Page counting takes place between Document Separator Sheets (DSS) If a mismatch is detected, you will get an error message.

4.2.2.1 Page miscount by indexer.

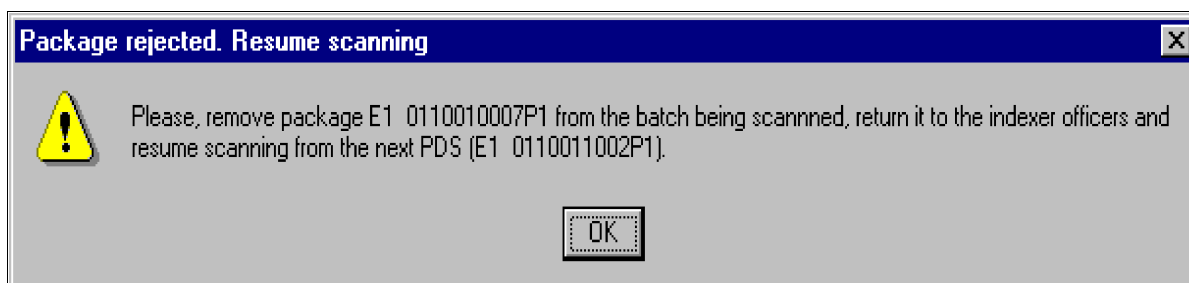
If the indexer has a made miscount you will get the following message:



You have to count the pages and enter the actual number of pages present, by selecting OK you will get the following message:



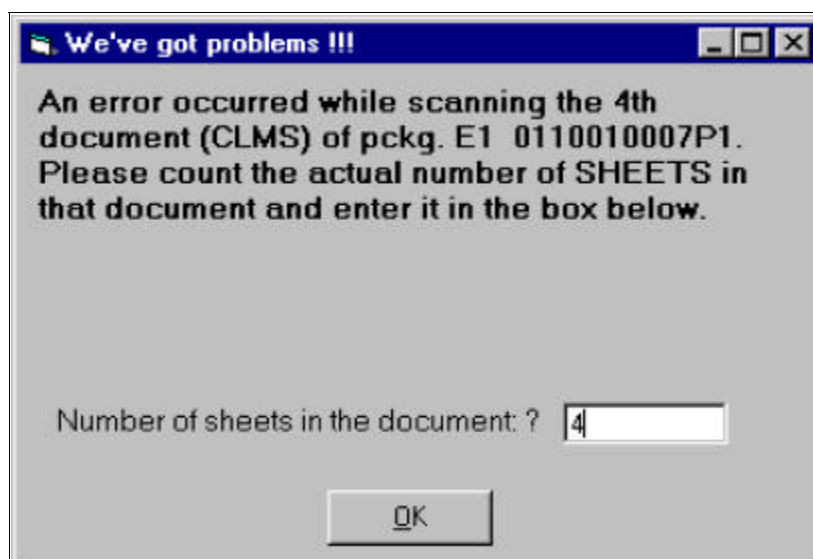
Select OK and you will get the following message:



The package has been deleted from the batch and has to be modified before a re-scan is possible. (See Ch I, point 8)

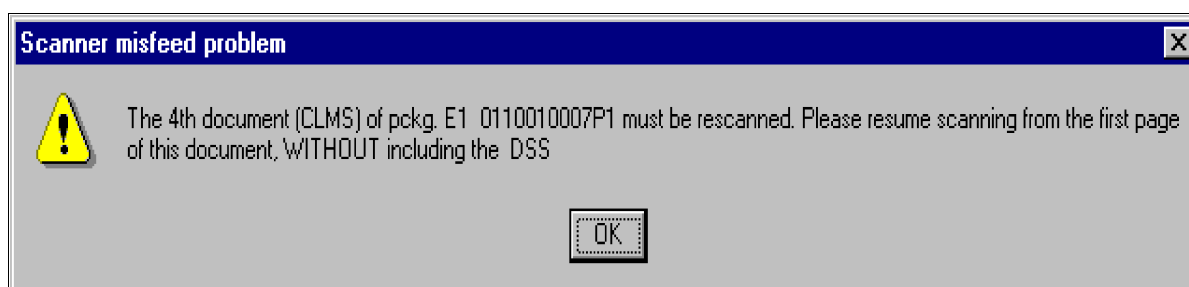
4.2.3 Scanner misfeed

If a mismatch of pages is detected you will get the following message:



Enter the number of pages and select **OK**.

If a misfeed occurred you will get the following message:



Select **OK** and resume scanning

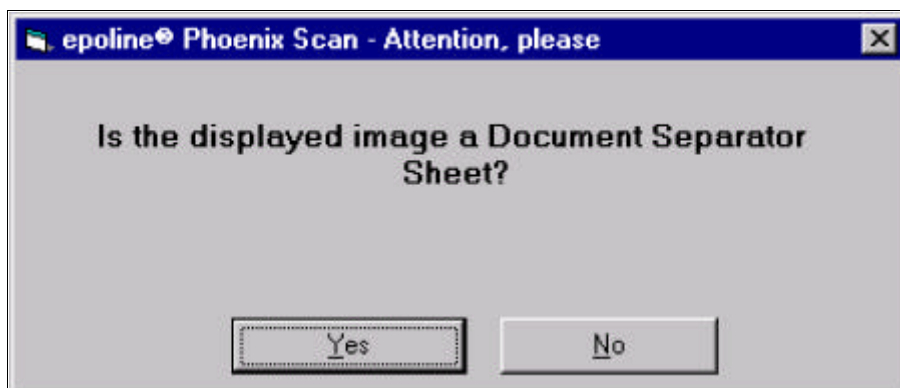
4.2.4 Barcode sheet errors

The following problems with the Barcode sheets can occur:

- C Barcode sheet not present, misplaced or upside down
- C Barcode is not recognised

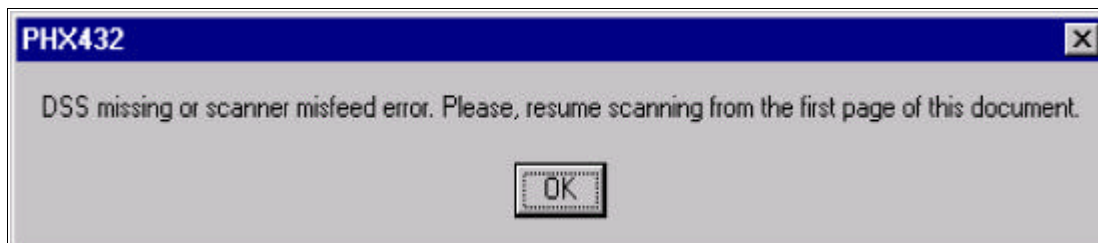
4.2.4.1 Error examples

If one a the above instances occurs you will get the following message:



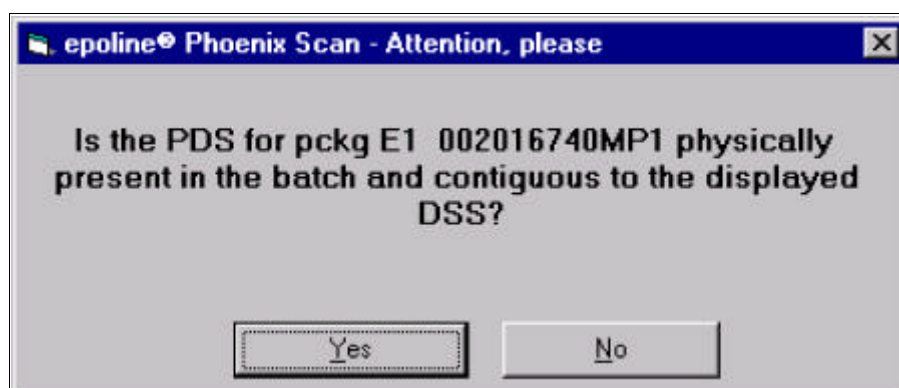
If the scanned image is the **DSS** select **YES** and resume scanning.

If the scanned page is **not** the **DSS** select **NO**.



Select **OK** and resume scanning.

Another example of a misplaced DSS. In this case the DSS is in front of the PDS. After selecting NO you will get the following message:



After selecting YES you will get the following message:



Resume scanning as indicated.

4.2.4.2 Barcode recognition

Barcode can not be recognised due to

- Ⓒ bad quality of printed Barcode
- Ⓒ Barcode not printed in predefined area *)
- Ⓒ Barcode sheet not present, misplaced or upside down

*) See Scanning Software Installation Manual point 3.5

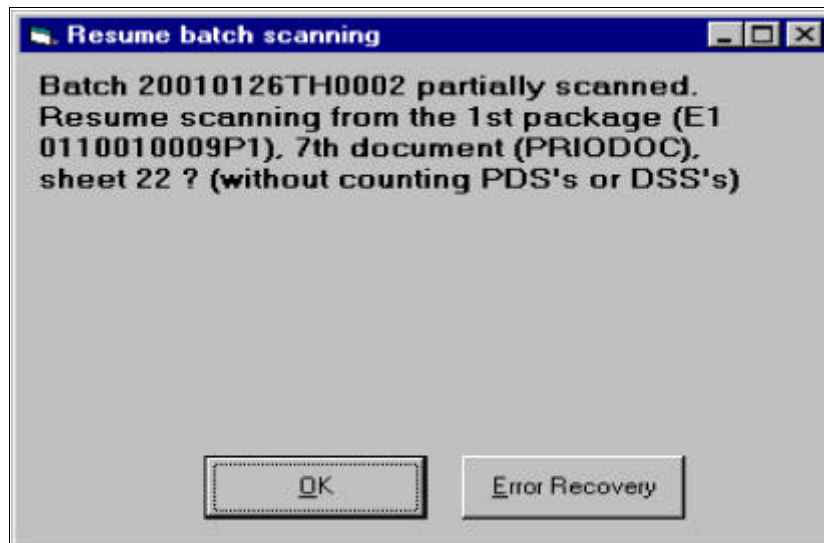
4.2.5 Error recovery

If during the scanning process pages are not scanned properly due to:

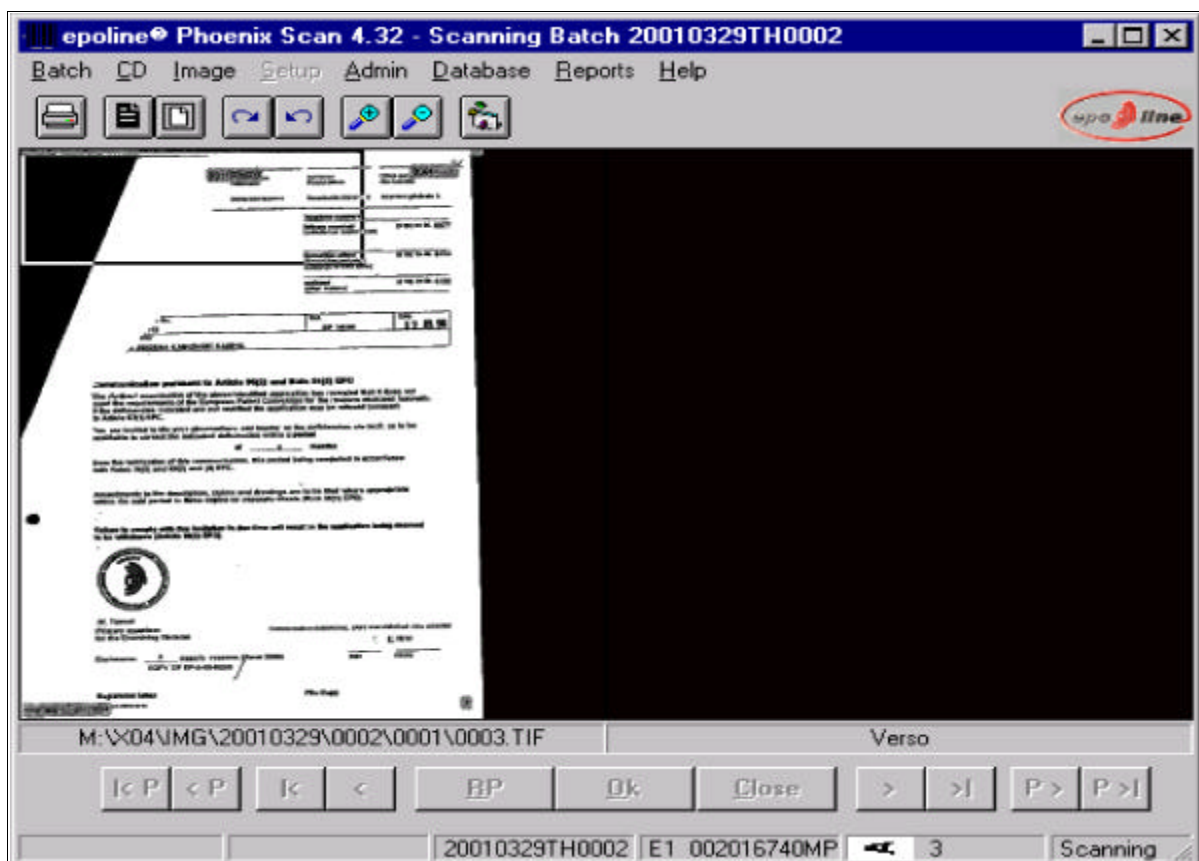
- Ⓒ Staples left in a document
- Ⓒ Pages damaged
- Ⓒ Page upside down

The scan operator notice's one of these problem and stops scanning by pressing the STOP button on the scanner.

4.2.5.1 To correct the problem you have to start scanning the batch again.



Select on Error Recovery



By selecting the < button you can go backwards in the package and find the wrongly scanned page,
Go back to the last correctly scanned page and select OK
Resume scanning by inserting the wrongly scanned page.

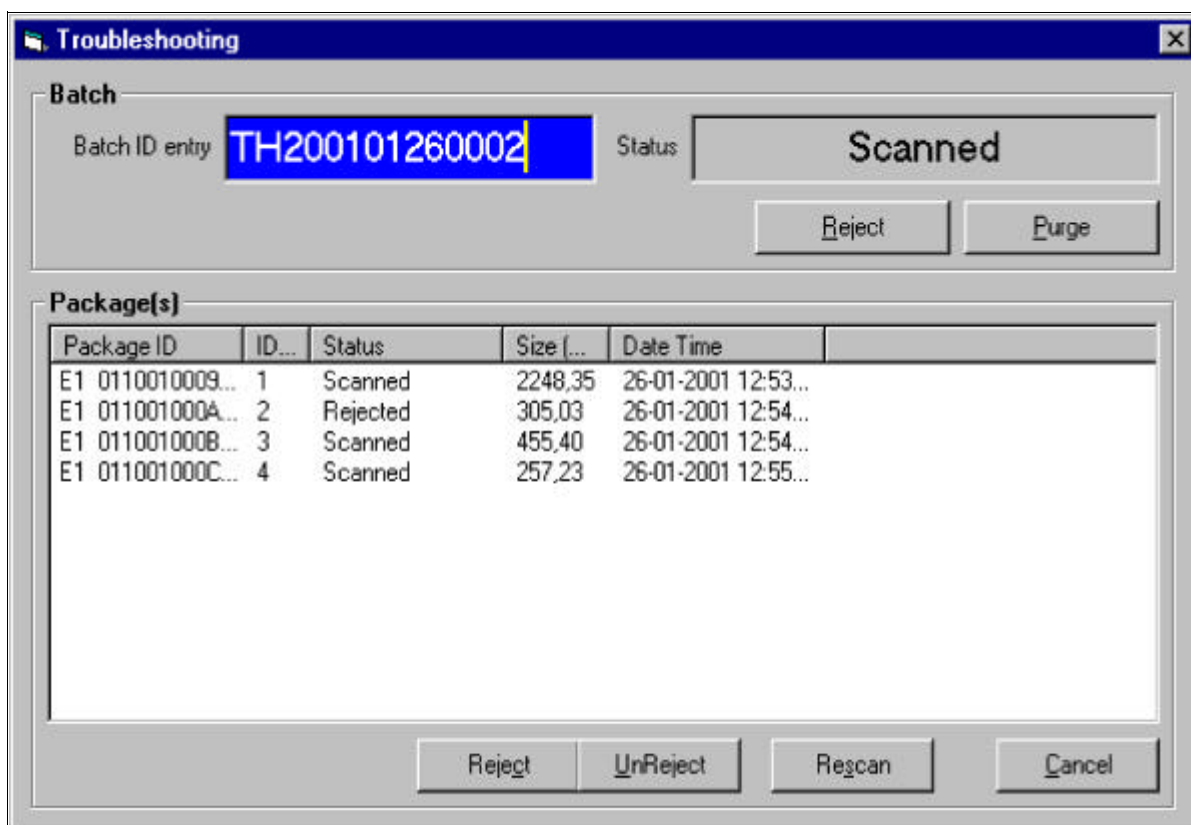
Same procedure can be followed when mistake occurred in an earlier scanned package by selecting |<P

Explanation of buttons:

- RP = go back to first page of first package of the batch
- < = go back page-by-page
- <P = go back to first page of the package you are scanning
- |<P = go back to first page of last completely scanned package
- OK = you can resume scanning

4.2.6. Trouble Shooting

This feature enables you to correct mistakes during and after the scan process. To activate the troubleshoot feature, select on Batch followed by Troubleshoot.



Explanation of functions:

Purge: All scanned images are deleted and it allows you to scan the batch again. This is useful when you cannot solve problems in the normal way and want to re-scan the complete batch.

Reject: The batch file will be deleted from the DMS Inbox.

Required if for instance the order of packages in the batch is completely corrupted and can only be solved by creating a new batch in *epoline®* Phoenix.

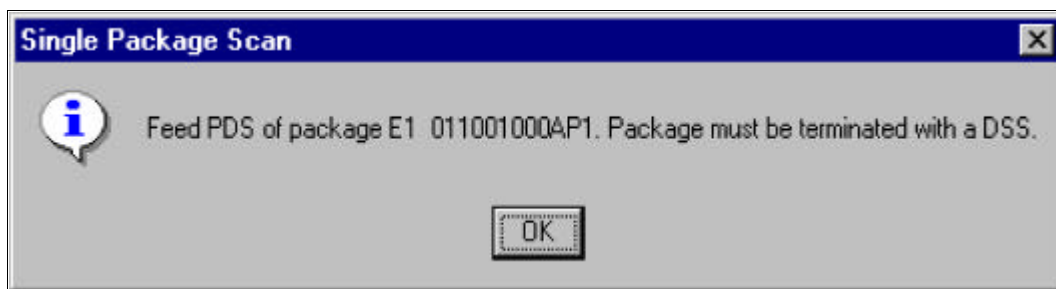
Buttons on bottom of the screen:

Reject: Reject a package. Scanned images will be deleted.

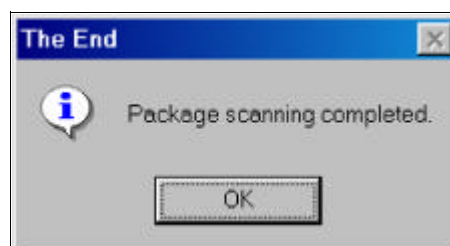
UnReject: To reverse the reject procedure if a package is rejected during scanning and the package appears to be correct and you want to scan package again.

Rescan: To rescan a rejected or error package, after you have successfully scanned the batch.

4.2.6.1 After selecting the rejected or error package and selecting Rescan you will get the following message:



Select OK and resume scanning





Chapter IV

CD-R C r e a t i o n

CD-R Creation

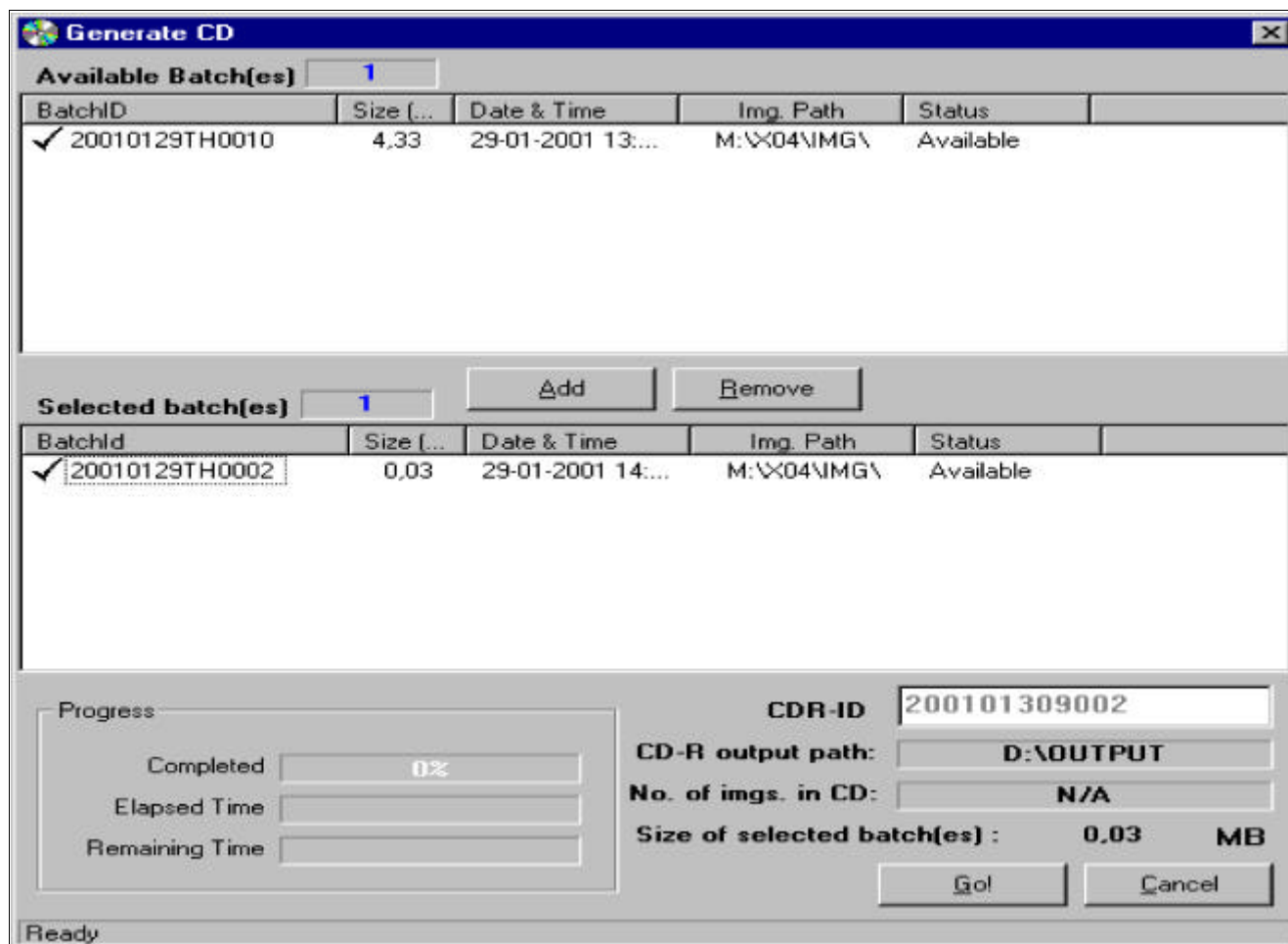
1. General

After you have successfully created batches you have to write the images onto a CD-R. During scanning the images have been stored on the scan server in the directory indicated in the general settings of the scanning application - Output PathBase - : e.g. M:\X04\IMG. During CD generation all images are de-skewed, checked for quality and copied to the directory indicated in the general settings - CDR imgs output path - e.g.: D:\OUTPUT

2. CD Generation

As part of the CD generation process a Systematic Quality Control takes place in order to control the quality of the images. The system will save the quality control status, of each package, batch and CD, that can be: Unchecked, OK, Failed.

On the main window of the scanning application you open the CD generation window by selecting **CD** followed by **Generate**.



The 'Generate CD' dialog box is shown with the following details:

- Available Batch(es):** 1
- Available Batch(es) Table:**

BatchID	Size (...)	Date & Time	Img. Path	Status
✓ 20010129TH0010	4,33	29-01-2001 13:...	M:\X04\IMG\	Available
- Selected batch(es):** 1
- Selected batch(es) Table:**

BatchID	Size (...)	Date & Time	Img. Path	Status
✓ 20010129TH0002	0,03	29-01-2001 14:...	M:\X04\IMG\	Available
- Buttons:** Add, Remove
- Progress Section:**
 - Completed: 0%
 - Elapsed Time: []
 - Remaining Time: []
- CDR-ID:** 200101309002
- CD-R output path:** D:\OUTPUT
- No. of imgs. in CD:** N/A
- Size of selected batch(es):** 0.03 MB
- Buttons:** Go!, Cancel
- Status:** Ready

- a. As a first step make sure that the correct **CDR-ID** is entered.

Part of the CDR-ID is the location where scanning takes places.

CDR-ID format: YYYY MM DD LL DT SN e.g. 200101309002

CD-R id format

YYYY = 4 digits

MM = 2 digits

DD = 2 digits

LL = 2 digits (Location indicator)

DT = 1 digit (Document Type)

SN = 1 digit (Sequential number)

Document type

New applications = 0

Priority Docs = 1

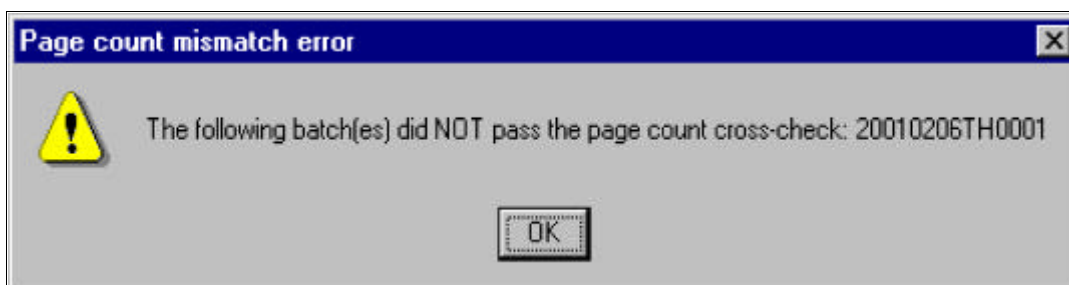
DEAD files = 2

Backfile = 3

Non EP = 4

- b. In the available batches window you **select the batches** that you intend to generate and select **ADD**. *Hold down SHIFT key to select more than one batch Size of selected batch(es) will increase to assist you not to exceed the maximum available size of the CD.*
- c. In the Selected batches window you can remove batches by selecting them and selecting **REMOVE**.
- d. Select **GO** and the generation process will start.

During CD generation the application compares the number of pages scanned with the number of images available on the server. If there is mismatch you will get the following message



After selecting OK the generation process will continue.

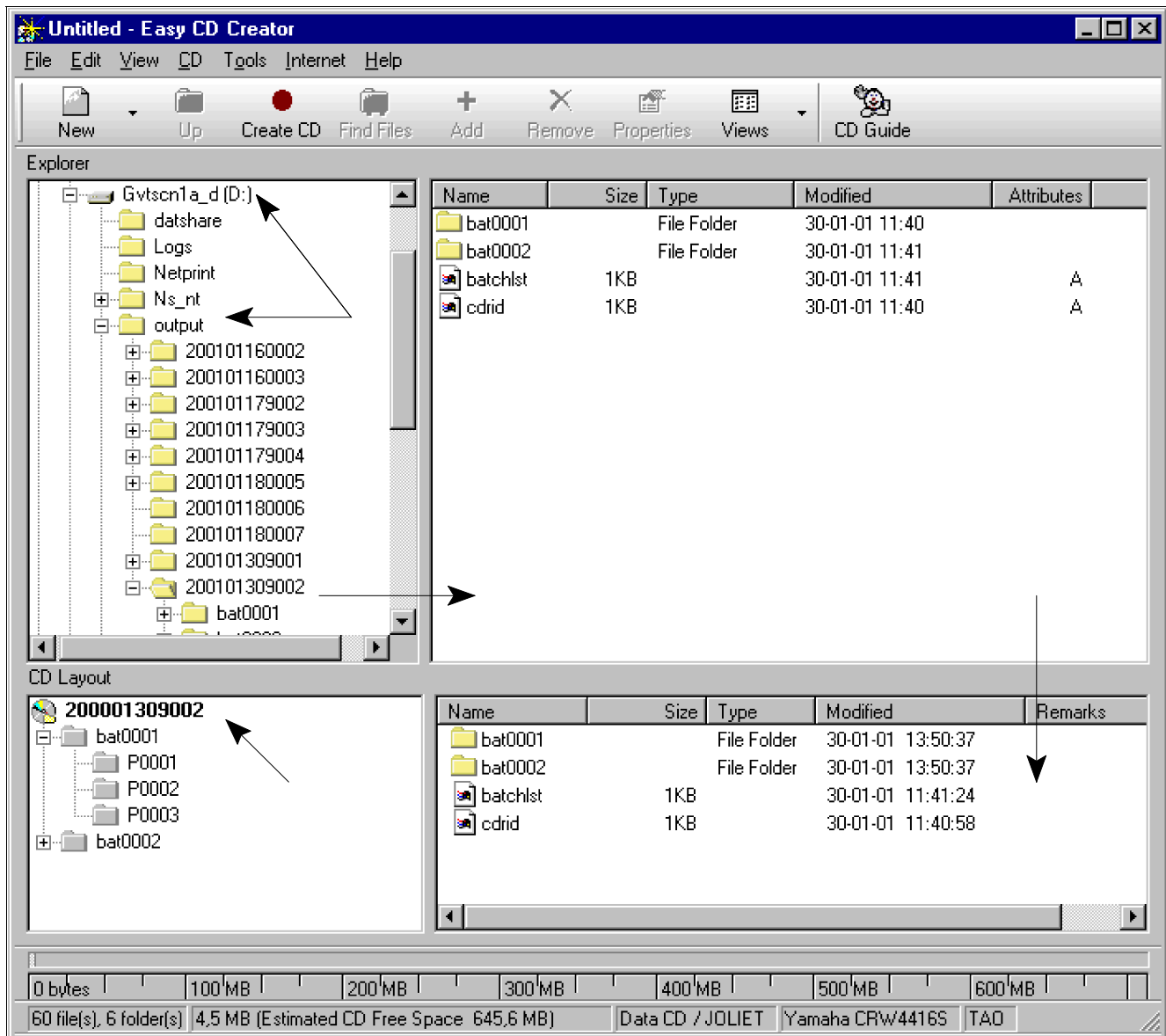
The error batch(es) will not be generated, recorded as partially scanned and can be found on the Partially Scanned Batches report (Annex B, point 5.3).

To correct partially scanned batches use Trouble Shoot feature (Ch. III, point 4.2.6).

In the trouble shoot window, package(s) causing a generation problem are marked as ERROR package.

3. CD-R writing

Open the application used to write CD's. In this example Easy CD Creator is used. By selecting the proper CD type (e.g. DATA CD) the following window is opened.



- Select **Drive** and **Directory** in the Explorer window e.g. D:\OUTPUT
- Select **CDR-ID** out of the list (e.g. 200101309002) and double click it.
In the top right window you will now see the number of batches, Batch list and CDRID
- Select **all items** by activating the window and pressing **CTRL+A**
- Hold down left mouse button and drag and drop the items in the bottom right window.
- Change the CDRID** In the CD layout window
- Select **Create CD**

If the CD-R has to be shipped to another location it is advised to create a copy and keep it until your are notified that the CD-R has been successfully loaded.

4. Quality Control

During generation images are systematically checked for TIFF errors. The quality control status is saved for each package, batch and CD and can be: Unchecked, Ok, Failed. This status will be identified as follows:

QCS-HD. Quality Control Systematic Hard Disk

QCI-HD. Quality Control Interactive Hard Disk

QCS-CD. Quality Control Systematic CD

QCI-CD. Quality Control Interactive CD

Verification is done for all (100%) generated images. Two tests are done:

1. The image is a valid TIFF file.
2. The image size and resolution is between the specifications (A4, 300 dpi).

4.1 CD-R Quality control

After writing images onto a CD-R you can again check the quality of the images.

The quality check can be executed in 2 ways:

- Systematic
- Interactive

Systematic: The application will check all images on the selected CD-R

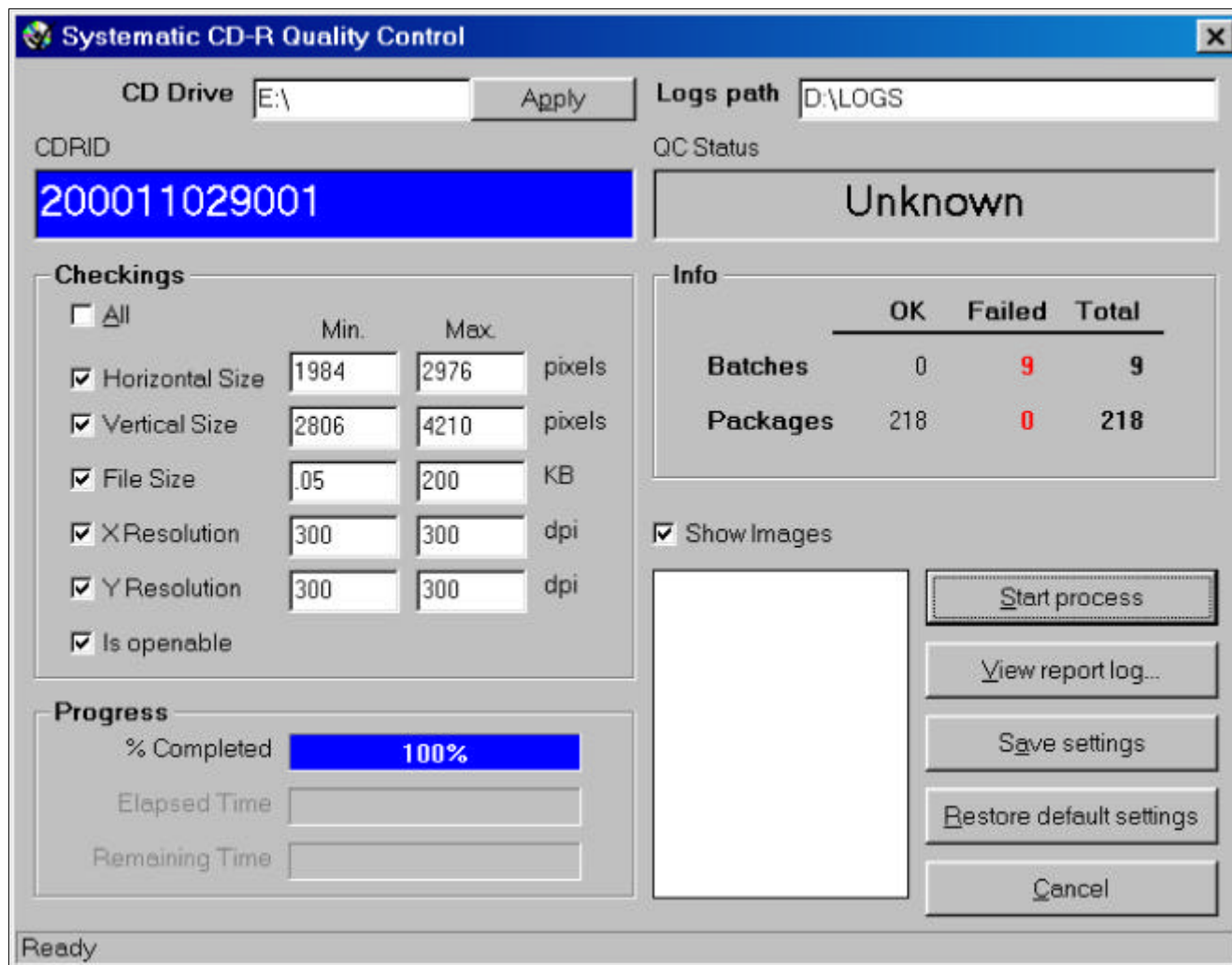
Interactive: The operator can select the images he wants to check.

If the CD does not pass the quality control validation it should not be loaded. In this case it will be necessary to re-scan the affected packages and regenerate the CD.

On the main scan window select CD followed by Quality Control, select Systematic or Interactive.

4.1.1 Sytematic

If **Systematic** is selected you enter the drive name of the CD-R reader and after you have inserted the CD in the reader, select APPLY and select Start process.



The dialog box is titled "Systematic CD-R Quality Control". It contains the following fields and controls:

- CD Drive:** A text field containing "E:\", followed by an "Apply" button.
- Logs path:** A text field containing "D:\LOGS".
- CDRID:** A text field containing "200011029001".
- QC Status:** A text field containing "Unknown".
- Checkings:** A section with a list of checkboxes and input fields:
 - ☐ All
 - ☒ Horizontal Size: Min. 1984, Max. 2976, pixels
 - ☒ Vertical Size: Min. 2806, Max. 4210, pixels
 - ☒ File Size: Min. .05, Max. 200, KB
 - ☒ X Resolution: Min. 300, Max. 300, dpi
 - ☒ Y Resolution: Min. 300, Max. 300, dpi
 - ☒ Is openable
- Info:** A table showing verification results:

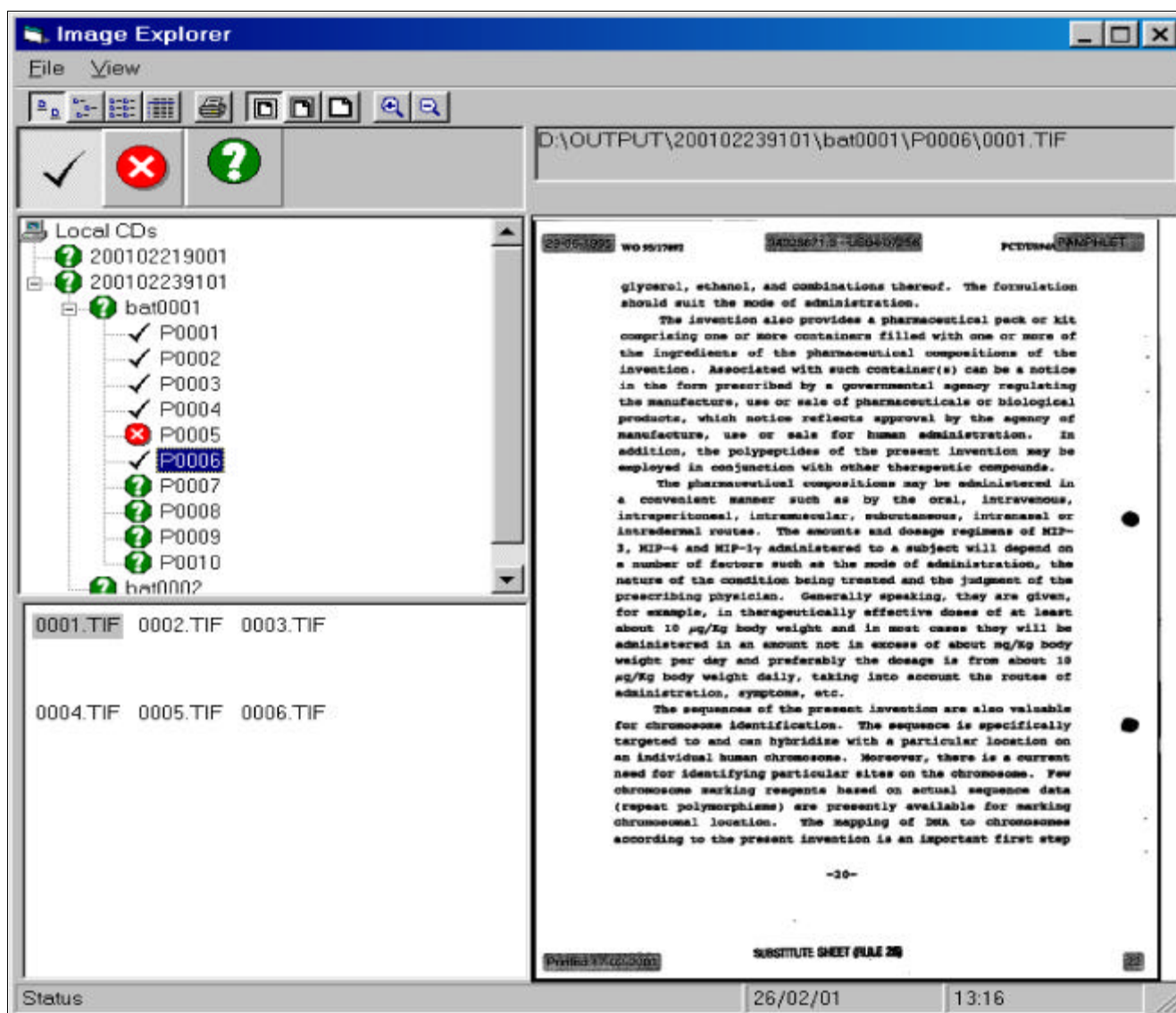
	OK	Failed	Total
Batches	0	9	9
Packages	218	0	218
- Progress:** A section with:
 - % Completed: 100% (displayed in a blue bar)
 - Elapsed Time: (empty text field)
 - Remaining Time: (empty text field)
- Show Images:** A checkbox that is checked, with a large empty space below it for displaying images.
- Buttons:** "Start process", "View report log...", "Save settings", "Restore default settings", and "Cancel".
- Status:** A label at the bottom left that says "Ready".

If the show images option is checked the images will be shown in the space below during the verification process.

4.1.2 Interactive

If **Interactive** is selected, you will see a list of available CD's. Select the CD, batch, package and image(s) you want to check.

You can mark image(s):



- Checked **U**
- Error **Y**

Batches/Packages not passing the check will be marked as **Failed** and recorded in the LOGS file. By viewing the report log you are able to find out the batch- and package id of the faulty images.

To correct the images you must re-scan them via the trouble shoot feature (See Chapter II, point 4.2.6)



Chapter V

CD-R Loading

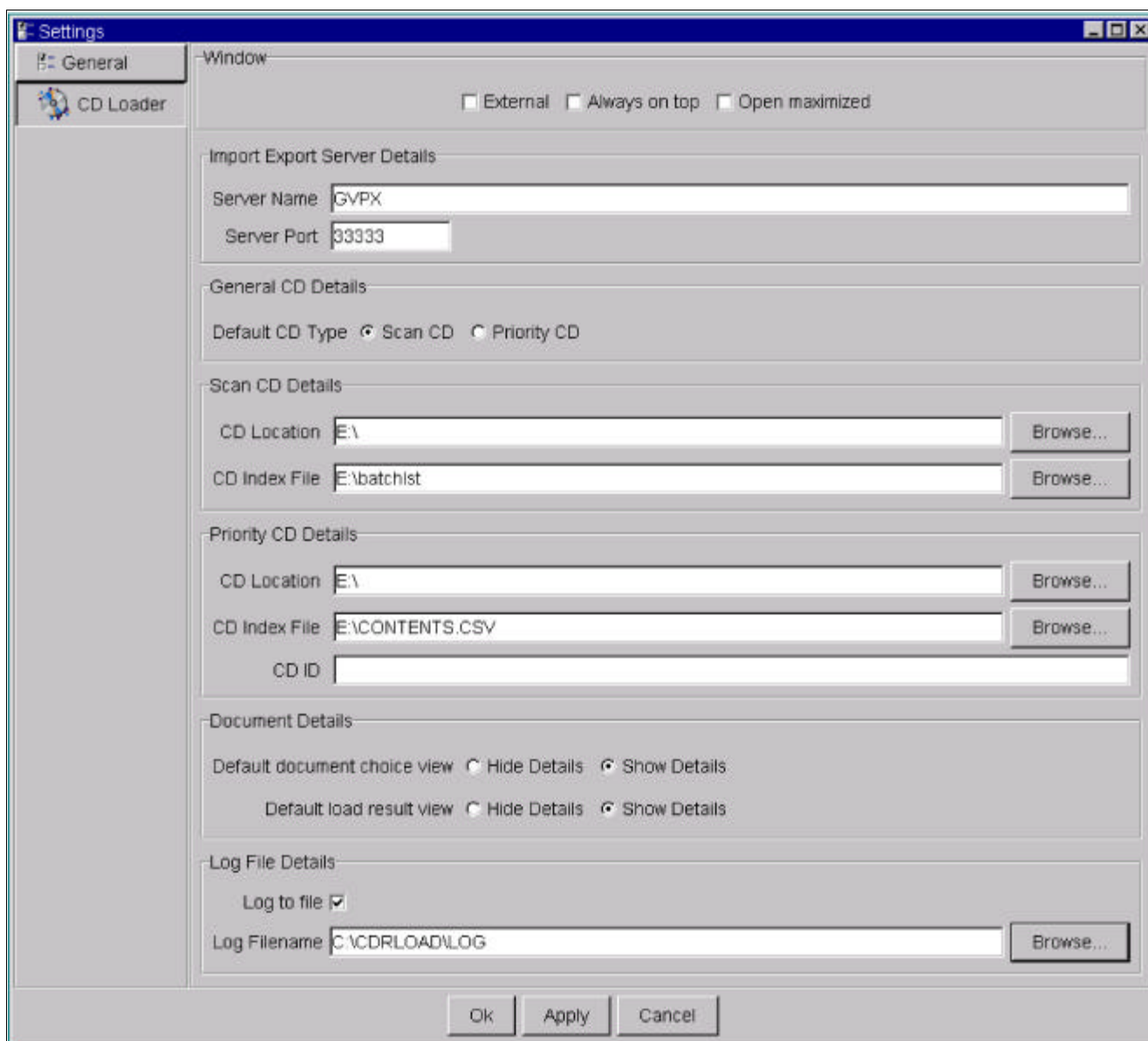
CD Loading

1. General

After successful creation of the CD, the CD must be delivered to one of the Phoenix Support Desks located in Munich and The Hague. During loading a check will be executed comparing the packages and images written onto the CD against package data stored in the Phoenix database (DMS). The CD loader used is already developed in Java and is part of the MADRAS application.

2. Settings

As a first step it is required to enter defaults settings. Settings can be found under: Madras - Settings - CD Loader.



The screenshot shows the 'Settings' dialog box with the 'CD Loader' tab selected. The dialog is organized into several sections:

- Window:** Includes checkboxes for 'External', 'Always on top', and 'Open maximized'.
- Import Export Server Details:** Contains text fields for 'Server Name' (GVPX) and 'Server Port' (33333).
- General CD Details:** Includes a 'Default CD Type' section with radio buttons for 'Scan CD' (selected) and 'Priority CD'.
- Scan CD Details:** Contains text fields for 'CD Location' (E:\) and 'CD Index File' (E:\batchlist), each with a 'Browse...' button.
- Priority CD Details:** Contains text fields for 'CD Location' (E:\), 'CD Index File' (E:\CONTENTS.CSV), and 'CD ID' (empty), each with a 'Browse...' button.
- Document Details:** Includes two sections for 'Default document choice view' and 'Default load result view', each with radio buttons for 'Hide Details' and 'Show Details' (selected).
- Log File Details:** Includes a 'Log to file' checkbox (checked) and a 'Log Filename' text field (C:\CDRLOAD\LOG) with a 'Browse...' button.

At the bottom of the dialog are 'Ok', 'Apply', and 'Cancel' buttons.



2.1 Data to be entered:

2.1.1 Import/Export Server Details

- a. Server Name GVPX (For EPO - Production Server)
- b. Server Port 33333 (For EPO)

2.1.2 General CD Details

Scan CD - CD containing scanned images

Default CD Type - **Select Scan CD**

- a. CD Location E:\ ! Where E:\ is the CDROM drive
- b. CD Index File E:\batchlst

Priority CD - CD containing Priority Documents as part of PrioDoc exchange program.

Default CD Type - **Select Priority CD**

- a. CD Location E:\ ! Where E:\ is the CDROM drive
- b. CD Index File E:\CONTENTS.CSV
- c. CD ID To be entered as part of loading process

2.1.3 Document Details

By selecting **Show Details** more details concerning the packages to be loaded and load results will be displayed.

2.1.4 Log File Details

You can decide to create a Log File. The Log file contains following information:

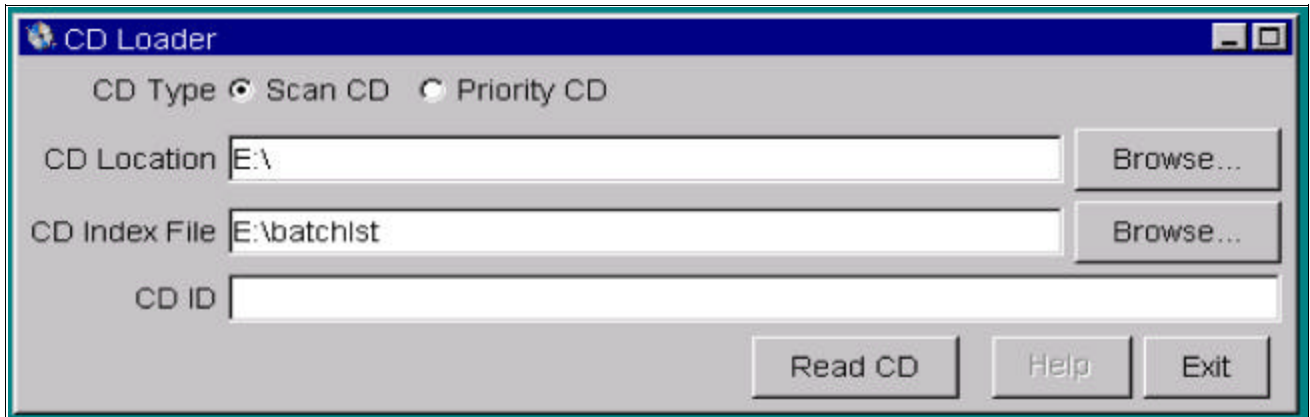
- a. CD Id
- b. CD Type - Scan- or Priority CD
- c. CD Timestamp - Timestamp of read
- d. DocumentCount - Number of documents on the CD
- e. LoadDocumentCount - Number of documents/Packages loaded
- f. PageCount - Total number of pages on CD
- g. LoadedPageCount - Number of pages loaded
- h. Size - Size (bytes) of data on CD
- i. LoadedSize - Size (bytes) of data loaded
- e. Read Duration - Time taken to read CD contents
- f. Load Duration - Time taken to CD into Import/Export Manager
- g. Transfer Duration - Time taken by Import/Export Manager to process CD

L Make sure you the chosen directory has been created.

3. CD Loading

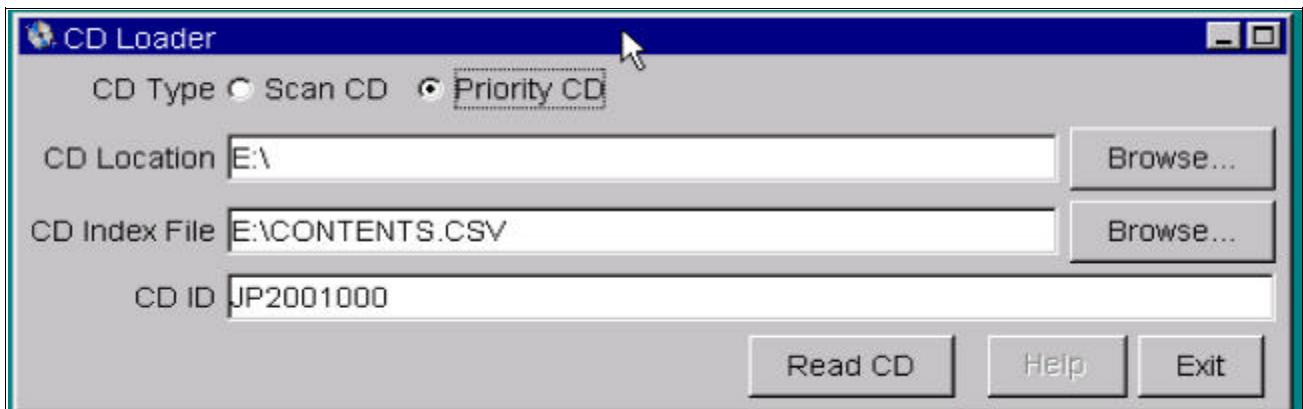
As part of the MADRAS application you will find the CD Load button, this will bring up a window enabling you to load a "Scan" or "Priority" CD. You can change by selecting the Radio buttons.

Scan CD



or

Priority CD

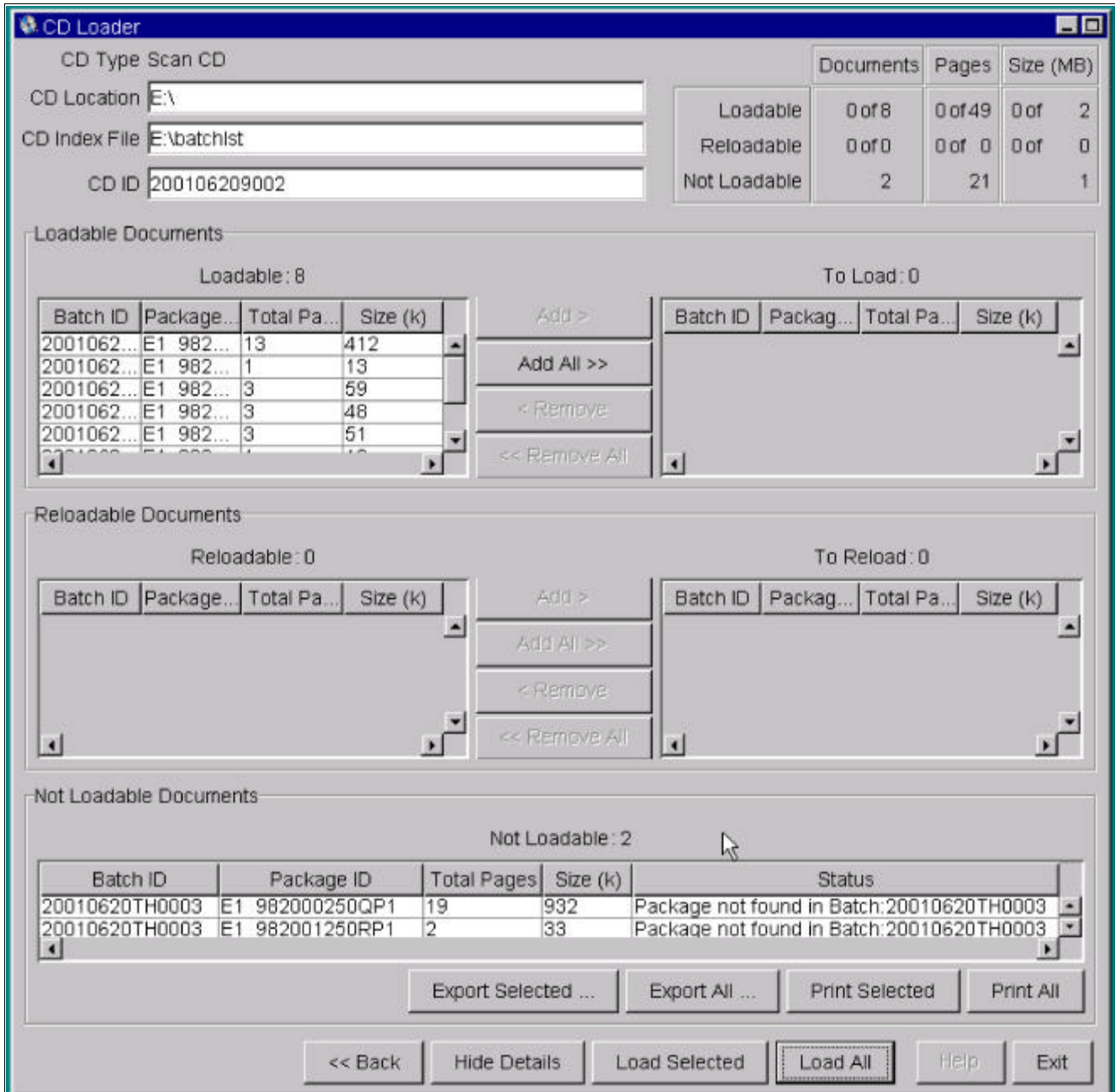


When loading a Priority CD you have to complete or change the CD ID.

When loading a Scan CD the process of comparing package data on the CD against data stored in DMS starts by selecting Read CD. During this process also TIFF image is checked, DMS and the document/package status updated.

When loading a Priority CD the contents of the CD is read by selecting Read CD.

When the process of reading the CD contents is finished the following screen will appear.



CD Loader

CD Type Scan CD

CD Location E:\

CD Index File E:\batchlst

CD ID 200106209002

	Documents	Pages	Size (MB)
Loadable	0 of 8	0 of 49	0 of 2
Reloadable	0 of 0	0 of 0	0 of 0
Not Loadable	2	21	1

Loadable Documents

Loadable: 8 To Load: 0

Batch ID	Package...	Total Pa...	Size (k)
2001062...	E1 982...	13	412
2001062...	E1 982...	1	13
2001062...	E1 982...	3	59
2001062...	E1 982...	3	48
2001062...	E1 982...	3	51

Add > Add All >> < Remove << Remove All

Reloadable Documents

Reloadable: 0 To Reload: 0

Batch ID	Package...	Total Pa...	Size (k)
----------	------------	-------------	----------

Add > Add All >> < Remove << Remove All

Not Loadable Documents

Not Loadable: 2

Batch ID	Package ID	Total Pages	Size (k)	Status
20010620TH0003	E1 982000250QP1	19	932	Package not found in Batch:20010620TH0003
20010620TH0003	E1 982001250RP1	2	33	Package not found in Batch:20010620TH0003

Export Selected ... Export All ... Print Selected Print All

<< Back Hide Details Load Selected Load All Help Exit

If documents/packages are in the Re-Loadable table, a problem occurred during the transfer of data to the Import Manager but registration has been executed.

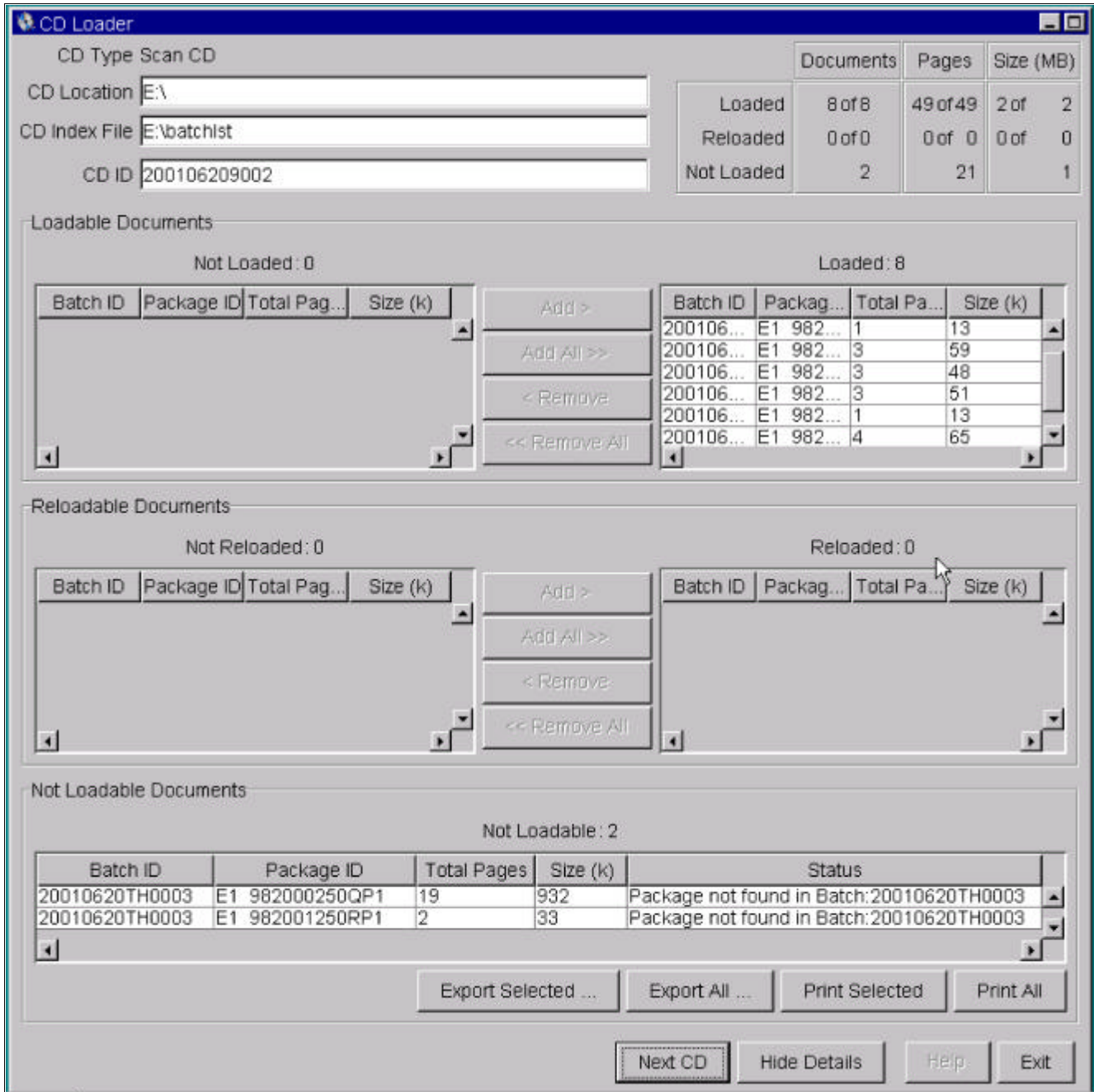
If Not Loadable, corrections have to be made by an indexing officer. A reason could be that the packages have already been edited and/or added to another batch or that invalid TIFF as present on the CD. You are able to print or export (to e.g. Excel) the list of affected documents/packages. You also have the possibility to select documents/packages for loading, by selecting "Load Selected" the load process will start.

By selecting **Load ALL** or pressing ENTER, all loadable and re-loadable documents/packages will be loaded.



By selecting <<Back you will cancel the load process and go back to the CD Load window.

During the load process the images will be stored onto the Import server and the status of the documents/packages is updated. After successful loading of the CD the following window will appear. In this window you will find in the respective tables of documents/packages Loaded, Re-Loaded and Not Loadable.



CD Loader

CD Type Scan CD

CD Location E:\

CD Index File E:\batchlist

CD ID 200106209002

	Documents	Pages	Size (MB)
Loaded	8 of 8	49 of 49	2 of 2
Reloaded	0 of 0	0 of 0	0 of 0
Not Loaded	2	21	1

Loadable Documents

Not Loaded : 0

Loaded : 8

Batch ID	Package ID	Total Pag...	Size (k)

Add >

Add All >>

< Remove

<< Remove All

Batch ID	Packag...	Total Pa...	Size (k)
200106...	E1 982...	1	13
200106...	E1 982...	3	59
200106...	E1 982...	3	48
200106...	E1 982...	3	51
200106...	E1 982...	1	13
200106...	E1 982...	4	65

Reloadable Documents

Not Reloaded : 0

Reloaded : 0

Batch ID	Package ID	Total Pag...	Size (k)

Add >

Add All >>

< Remove

<< Remove All

Batch ID	Packag...	Total Pa...	Size (k)

Not Loadable Documents

Not Loadable : 2

Batch ID	Package ID	Total Pages	Size (k)	Status
20010620TH0003	E1 982000250QP1	19	932	Package not found in Batch:20010620TH0003
20010620TH0003	E1 982001250RP1	2	33	Package not found in Batch:20010620TH0003

Export Selected ...

Export All ...

Print Selected

Print All

Next CD

Hide Details

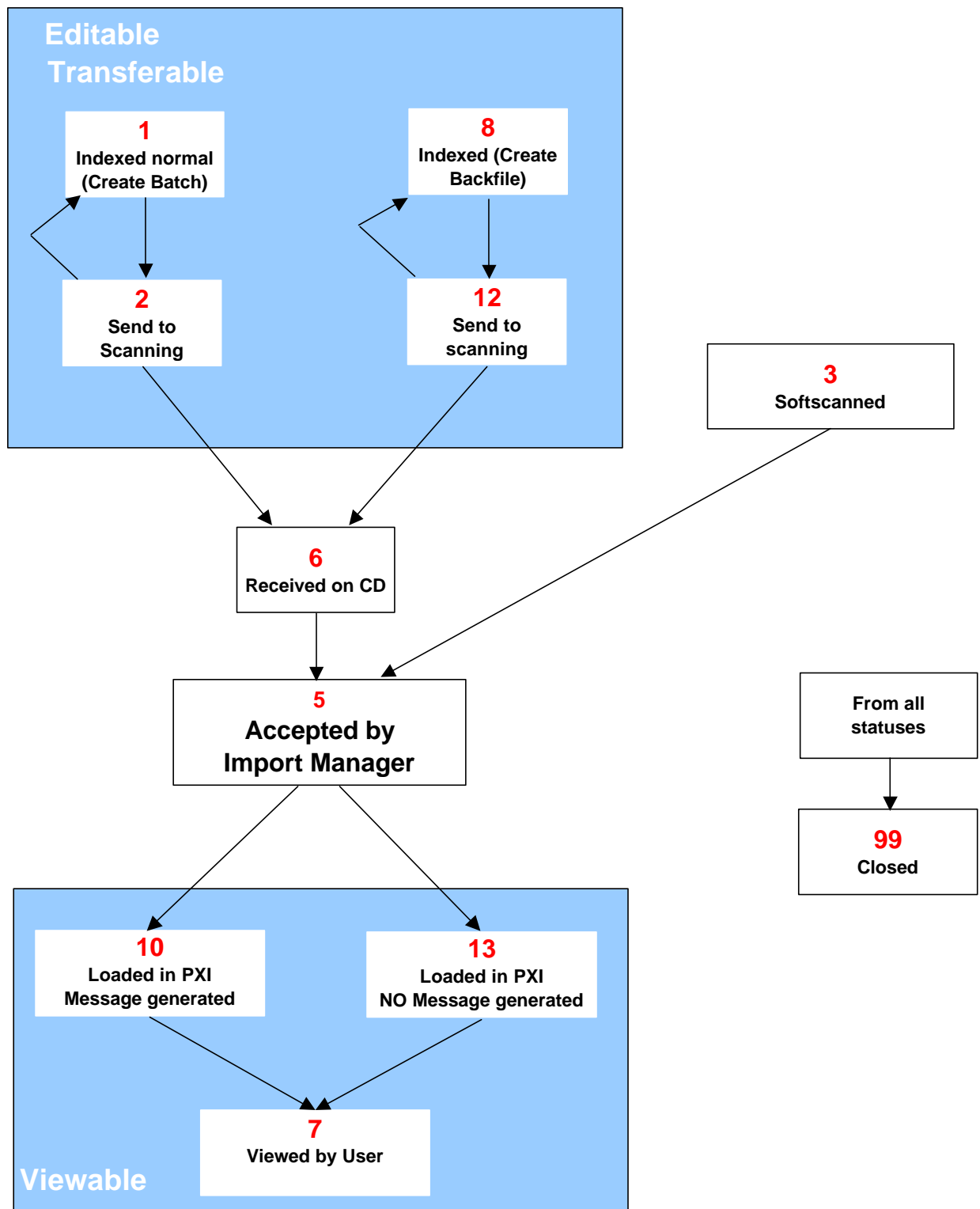
Help

Exit

By selecting "Next CD" you will return to the CD Load window.

As a background process images will loaded into the Phoenix image archive (PXI).

4. Package status Overview



1. Introduction

The basic functionality of the application is to scan pre-indexed batches, check them for errors against the indexation data, correct those errors and deliver the digitized batches on CD-R according to the Phoenix specifications.

1.1 Application modules and functionality

- C Interaction with Phoenix DMS.
- C Scanning & Barcode Reading. Provides support for ISIS and Kodak high-volume production document scanners.
- C Package and document recognition and cross-checks against indexation data. This is the core functionality. It consists in Barcode reading, page and document count cross-checks against the indexation data to ensure completeness and correctness.
- C Package screening. Error and exception detection and correction.
- C Image processing. Enhances image quality with processes such as de-skewing.
- C Output formatting and CD layout generation. Optional conversion to WIPO ST33 format and CD-R image generation.
- C Quality Control. This feature controls the quality of the images on the CD's. It detects any quality error on the images based on some parameters that can be set by the user. There exists two kind of quality check options: Systematic and Interactive.
- C Security. The application options are activated/deactivated depending on the user's profile. The user has to provide a user name and password when the application starts up. The administrator can change the user rights and create, delete or modify user information.
- C Reports. The system generates the following reports:
 - Daily Production
 - Rejected packages
 - Partially scanned batches
 - CD contents
 - Quality Control
- C Database Administration and Maintenance. The application information is separated in two database files: System Information (persistent) and Production Information (non-persistent). The first one keeps all the information related to Users, Profiles, Data files, etc. The second one keeps all the scanning information (batch processing). The system gives the possibility to change the second database periodically in order to avoid a big database that decrease the performance of the system.

2. Installation

2.1 Installation procedure

See Annex C for minimum system- and installation requirements.

This release is delivered on a single CD. The CD should be self-installing on an "clean" Windows 95/98/NT workstation. The Phx432 setup program, named SETUP.EXE is located on the CD's root directory. The installation steps are the following:

1. Windows NT only: It is necessary to install Windows NT Service Pack 5 or greater and the ASPI32 utility (SCSI card).
2. Install the Database Access runtime files. The setup program, named SETUP.EXE is located on the Installation CD's "DAO SDK\Disk1\" directory.
3. When installing an updated version make copies of Patentes.ini and Scanner.cfg found in C:\Program files\EPO\Phx432 and Imgbasic.ini found in the directory WINDOWS or WINNT.
4. Run the Phx432 application's setup program. It is important to follow the order of steps 1, 2 and 3.

Follow the installation program instructions, which include choosing the application installation directory that defaults to "C:\Program Files\EPO\PHX432". When setting the installation directory, avoid illegal DOS paths, such as those including blank spaces or punctuation marks, because the installation directory is automatically added to the DOS path environment variable by the installation program.

When the installation program finishes, reboot the workstation.

5. When an updated version is installed copy files mentioned in 3. back to the proper directories.
6. Create license database see Annex C, 2.4
7. Run the application. When prompted, enter "ADMIN" as Userid, and "ADMIN" again as password. Beware that password is case sensitive.
8. Configure application settings in the Setup|Options dialogue window.

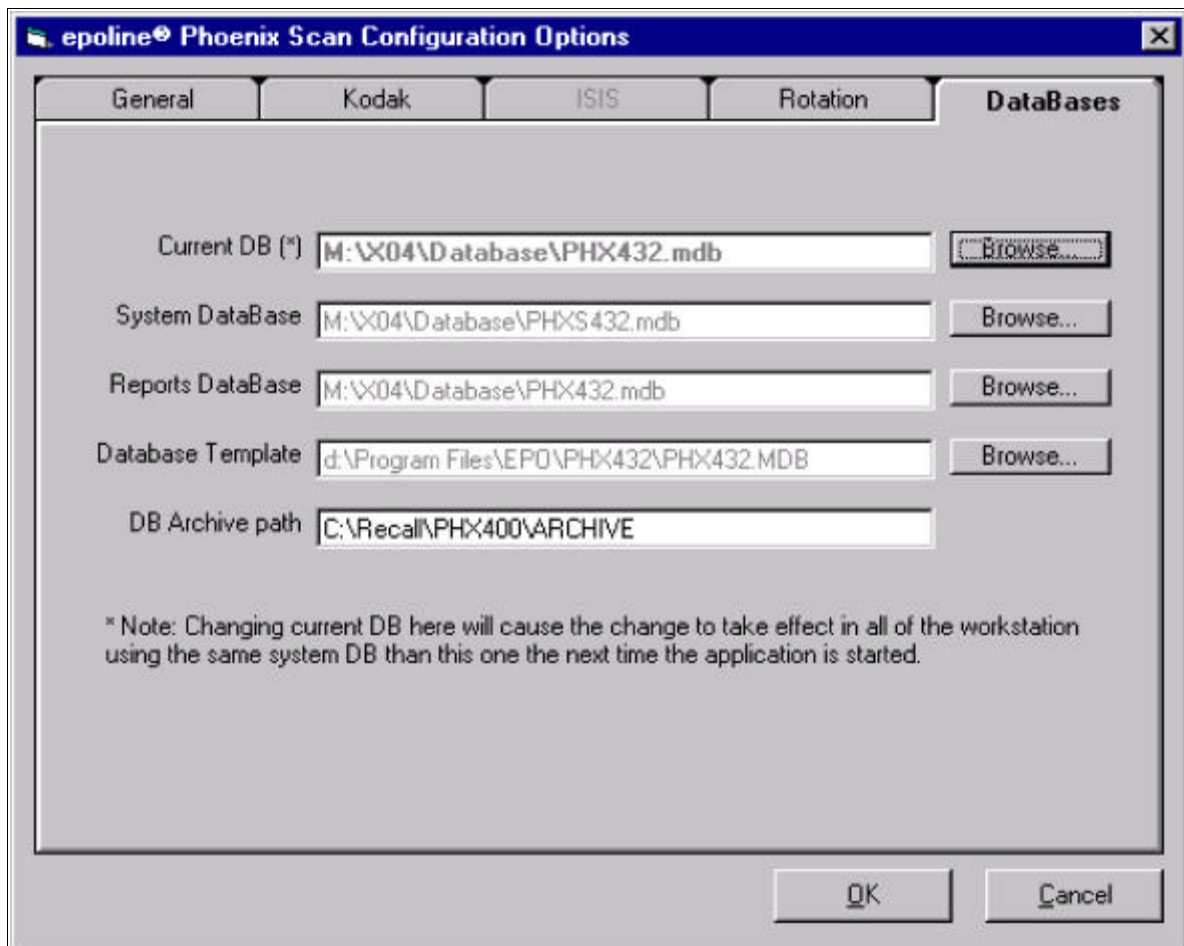
Version 4.32 uses two (MS Access) databases: one for scanning process data and another one for persistent system data. The installation program copies two .MDB files to the application installation directory. These database files are named as follows:

%	PHX432.MDB	Scanning database template
%	PHXS432.MDB	Initial System Database

In case of a new installation **COPY** these files from the application installation directory to the desired shared network directory, but keep the original files in the application installation directory.

Set the correct settings in Setup/Options/DataBases

- % CurrentDB. Scanning data database file.
- % System Database. Security and system settings database file.
- % Reports Database. Reports source data database
- % Database template. Empty scanning data database.
- % DB Archive path. Folder where historic production databases are stored.

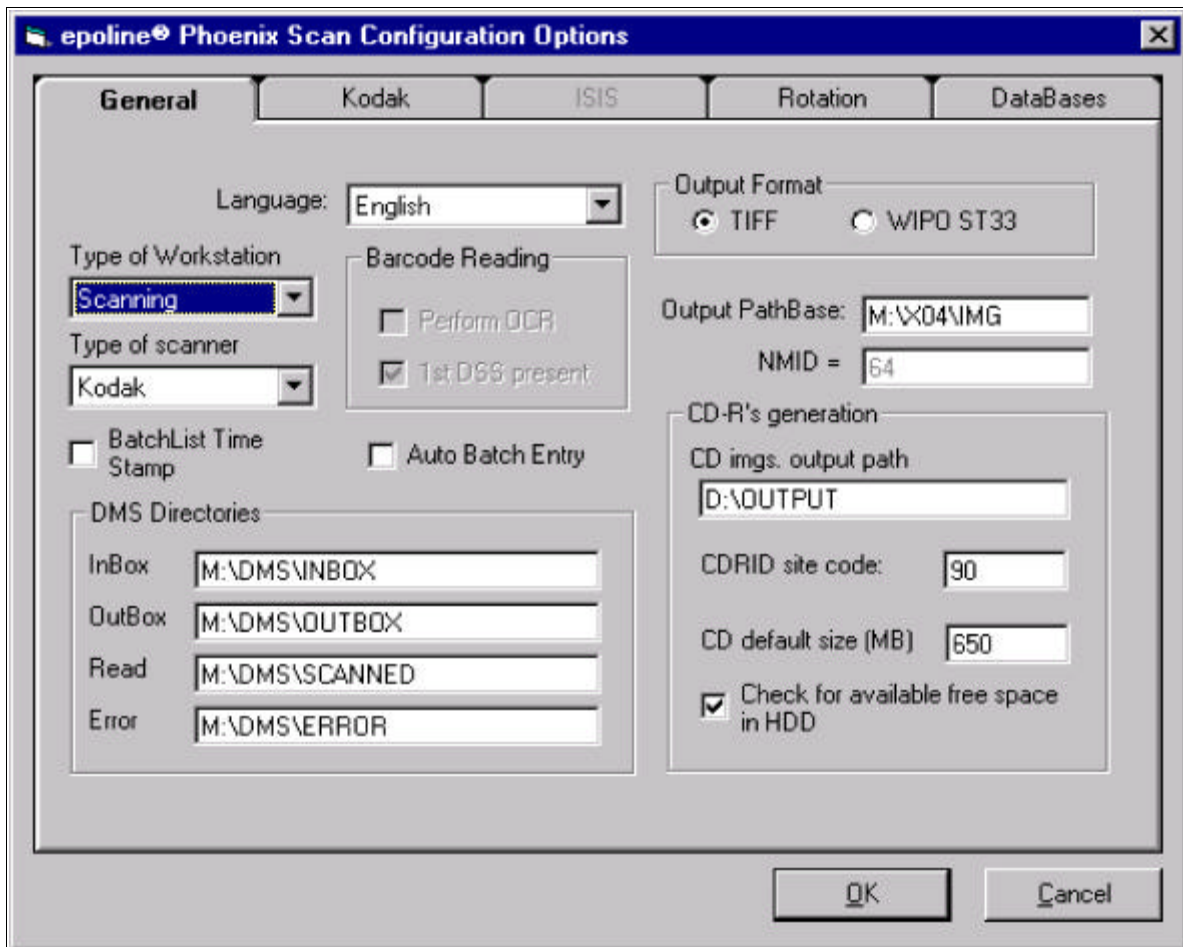


(See "Database maintenance" below for details).

Note: Only the System database needs to be configured in all of the workstations. The remaining database pointers are stored in the System database and therefore need to be configured only once from just one workstation.

3. Configuration

3.1 General options

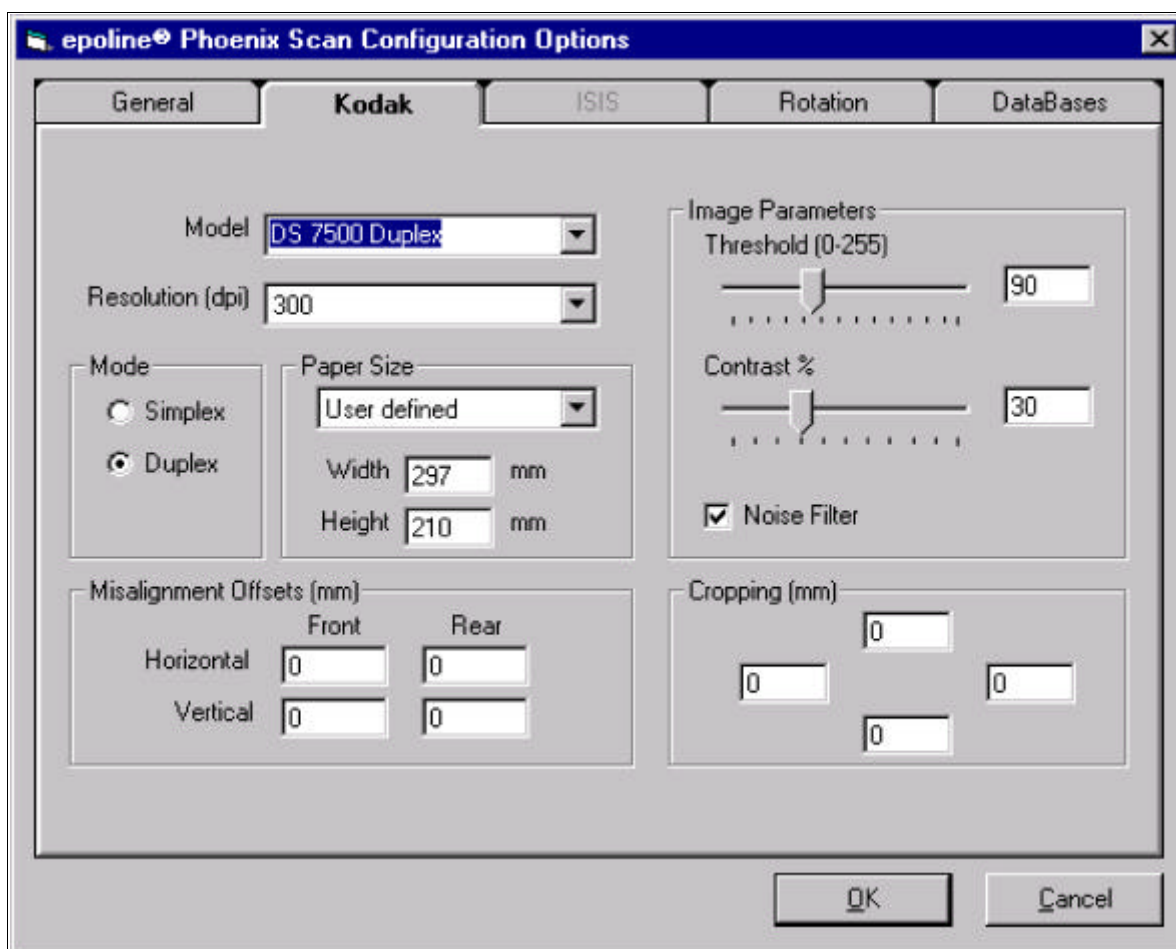


- | | | |
|---|------------------------------|--|
| C | <i>Type of Workstation.</i> | The workstation can be configured to act as a Scanning workstation or a CD Generation workstation. Selection influences scan licences. |
| C | <i>Type of scanner</i> | The application supports two families of scanners: Kodak and ISIS. |
| C | <i>BatchList Time Stamp.</i> | If checked the date/time will be include in the batch list file. |
| C | <i>Auto Batch Entry.</i> | If checked the application automatically will open the Batch Entry screen when a batch scanning process is finished. |
| C | <i>DMS directories.</i> | Shared directories used for DMS-Scanning subsystem interaction. |
| | <i>InBox.</i> | Contains the indexation data of the received batches. |
| | <i>OutBox.</i> | Output status files. |
| | <i>Scanned.</i> | Successfully and completely scanned batches. |
| | <i>Error.</i> | Error logging reports. |

- C *Output path base.* Drive and path where scanned images are stored.
- C *CD images output path.* Drive and path where CD-R's images are generated, ready to be written onto CD.
- C *CD-R id numbering format.* Location number. (Ch IV, point 2)
- C *CD Size.* Maximum capacity of the CD-R media in MB.

Important notice. When you change any of the above general options settings, the changes will not take effect until the application is restarted.

3.2 Kodak scanner family configuration

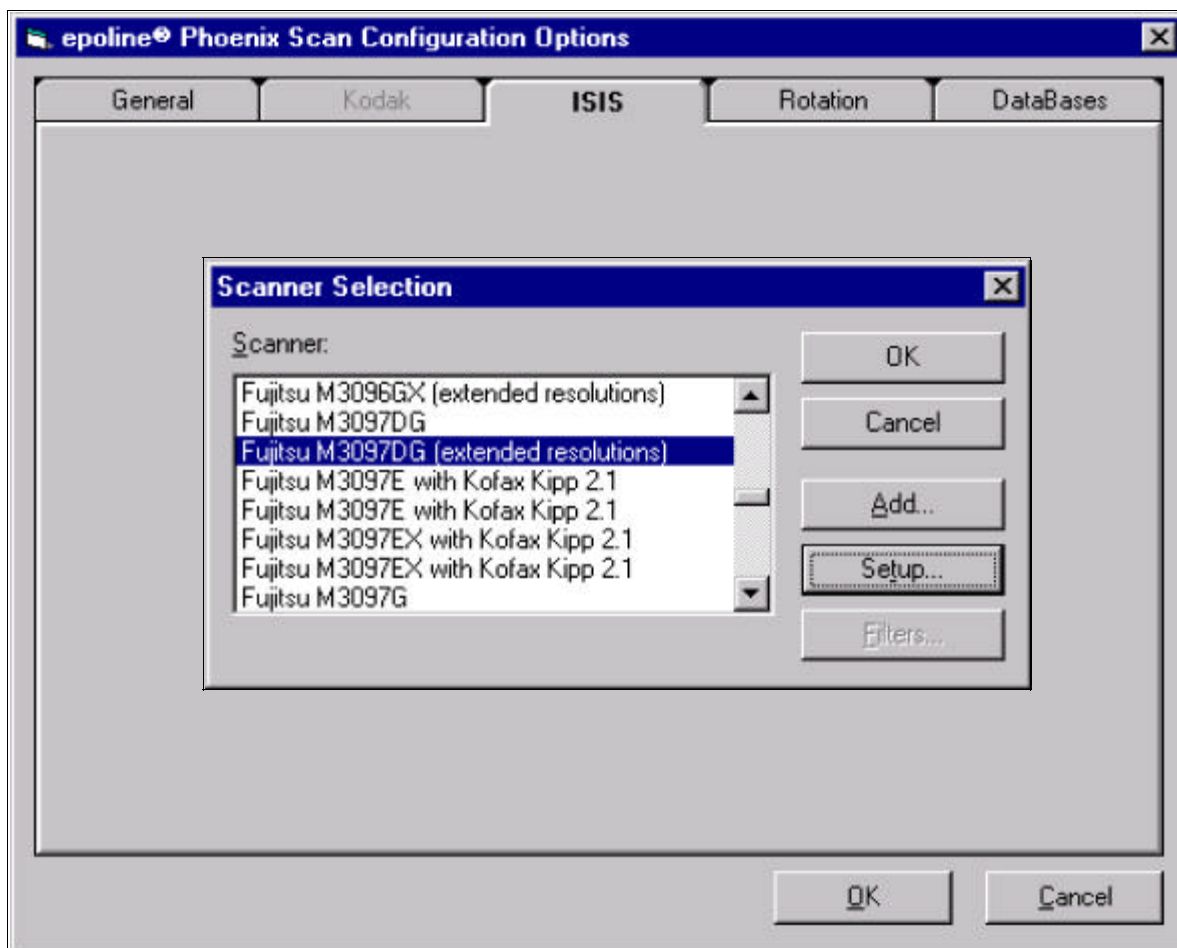


Most of the parameters are general concepts which we assume are known by the reader.

- C Model
- C Resolution
- C Mode. Simplex/Duplex
- C Paper Size. Set User defined to Width 297mm x Height 210mm. See 3.4
- C Threshold. Digitalization quantization threshold. Value between 0-255
- C Contrast.
- C Noise Filter
- C Cropping

3.3 ISIS scanner family configuration

Before you are able to select an ISIS scanner, it is necessary to change the scanner type to ISIS in the General Options window (see point 3.1).
Close the application, and start again.



Scanner selection.

Select one of the available ISIS drivers. Make sure that the driver chosen matches exactly your scanner model.

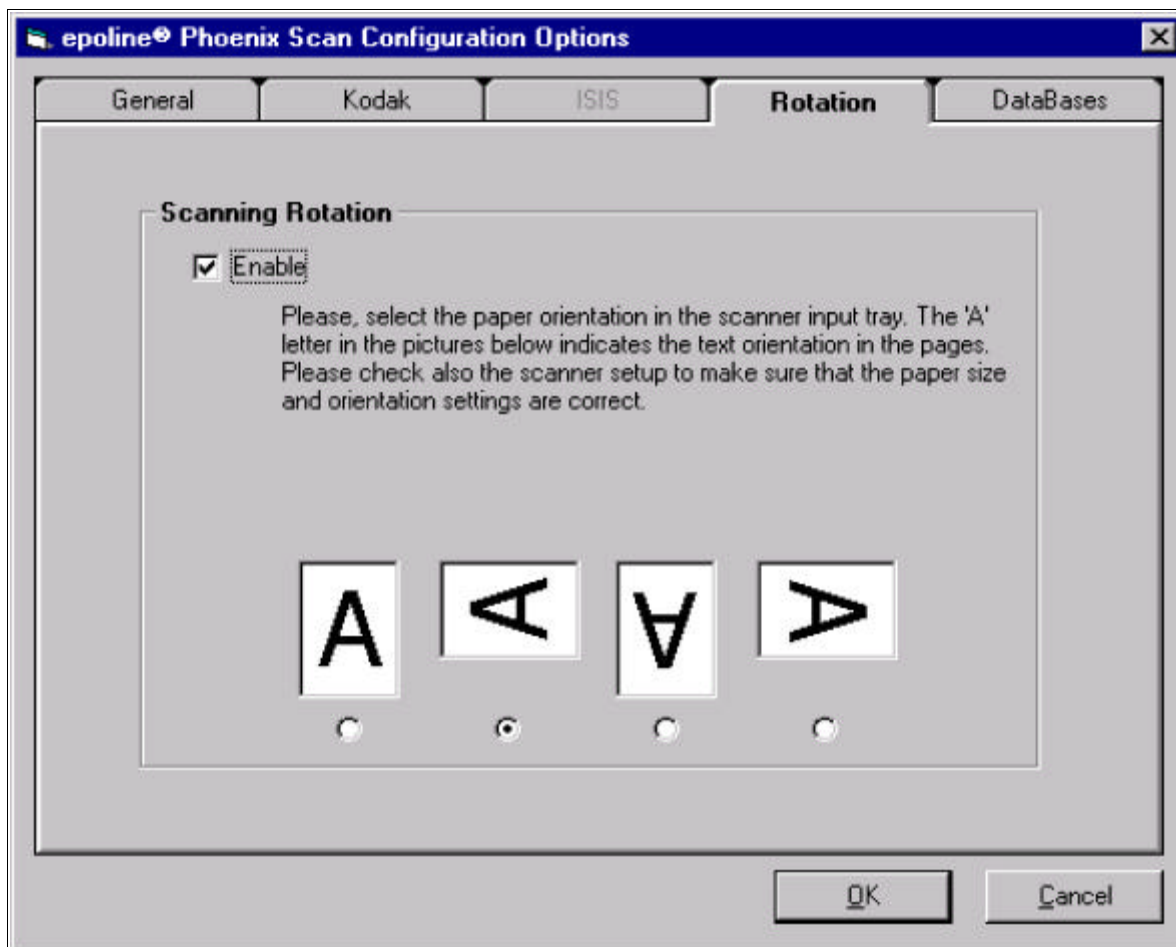
Scanner configuration.

Depends on the specific hardware model selected. Include settings such as paper size, resolution, brightness, contrast, etc.

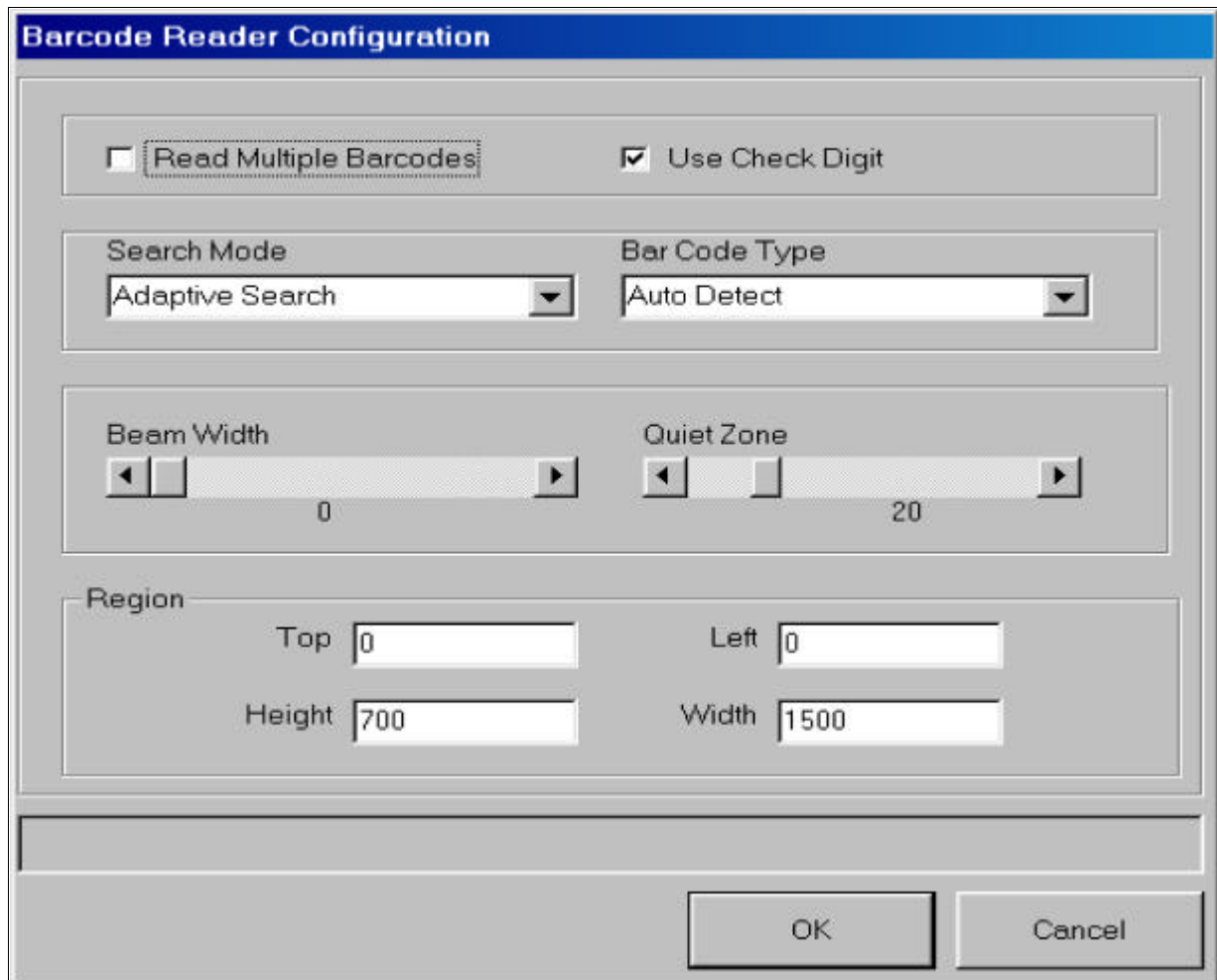
3.4 Rotation

With this facility you can enable and setup the paper orientation in the scanner input tray. The only consideration to be taken into account is that you have to indicate the paper size in the scanner setup screen. For example:

C	Portrait Orientation:	A4	Width: 210	Height: 297
C	Landscape Orientation:	User defined	Width: 297	Height: 210



3.5 Barcode reading configuration



The dialog box is titled "Barcode Reader Configuration". It contains several settings:

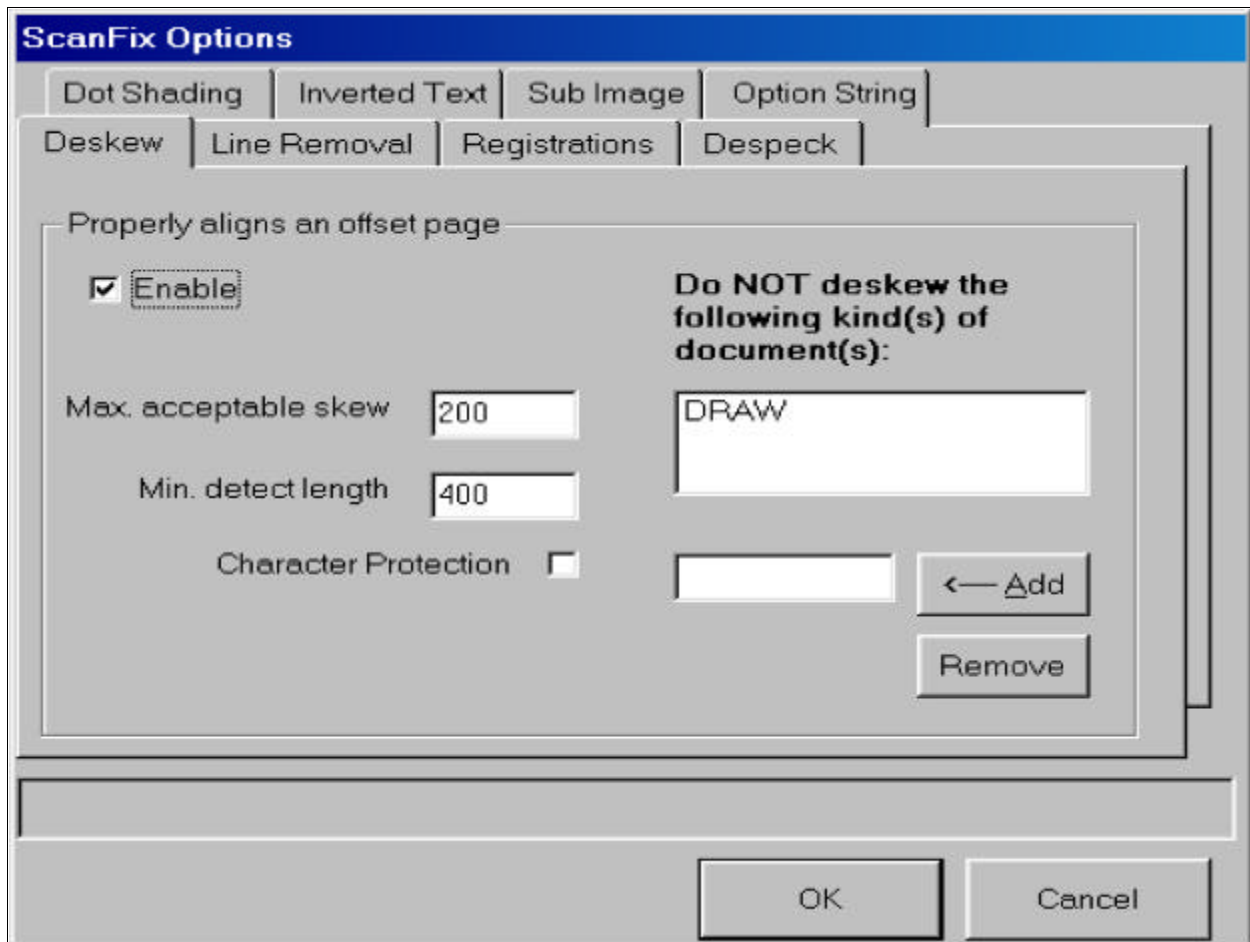
- ☐ Read Multiple Barcodes
- ☒ Use Check Digit
- Search Mode: Adaptive Search (dropdown)
- Bar Code Type: Auto Detect (dropdown)
- Beam Width: 0 (slider)
- Quiet Zone: 20 (slider)
- Region: Top (0), Left (0), Height (700), Width (1500)

At the bottom are OK and Cancel buttons.

- C Read Multiple. Allow reading more than one Barcode on the same page. Should be unchecked for the *epoline®* Phoenix project.
- C Check Digit. The Check digit setting enables the checksum verification encoded into the Barcode.
- C Search Mode.
- C Barcode type
- C Beam Width. The beamwidth setting is used mainly for troubleshooting Barcode readings. The value set in this property corresponds to 1/100th inch segments. If the application is having difficulty recognizing a Barcode, this parameter can be set to a larger value for a more accurate reading. The wider the Beamwidth parameter is set, the slower, but more accurate, the engine will be. However, if the Beamwidth is set too high, nearby text in the image may interfere with the reading.
- C Quiet Zone. Specifies the amount of white space that the Barcode reading engine should expect to find at the ends of bar codes
- C Region. Cropping region sent to the Barcode reading engine.

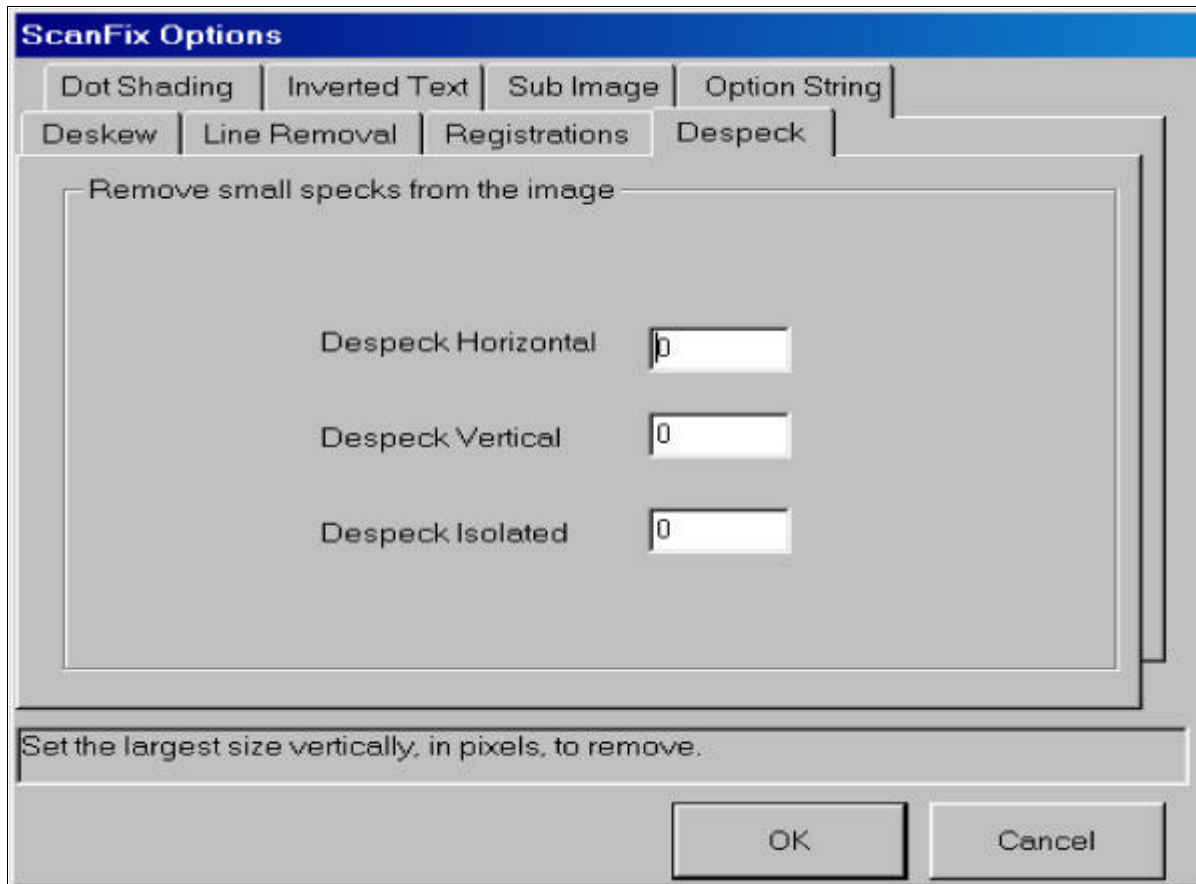
3.6 ScanFix Options

- C Deskew. Make sure this option is enabled.
- C Do NOT de-skew. This option allows to indicate the kinds of documents NOT to be de-skewed.



- C Maximum acceptable de-skew. Specifies the horizontal run of text over which a single pixel of vertical skew is acceptable. Larger values result in more precise de-skewing. The default setting of 150 means that the resultant image will have no more than one pixel of vertical skew for each 150 pixels horizontally. This corresponds to 0.67% skew. A setting of 100 corresponds to 1% skew; a setting of 200 corresponds to 0.5% skew. Set to lower values for higher speed.
- C Minimum detect length. Specifies the minimum horizontal pixel length of a run of text or line used to detect skew. When a length of text or a line is detected that exceeds this limit, the DeskewMaxAcceptableSkew setting is consulted to determine whether the image should be straightened.
- C Character protection. If True, minimizes the distortion of characters that is possible when correcting a large degree of skew. Character protection is necessary only when the original image text is skewed over about 15%.

C De-speckle



Horizontal. Specifies the maximum width of an image object to remove.

Vertical. Specifies the maximum height of an image object to remove.

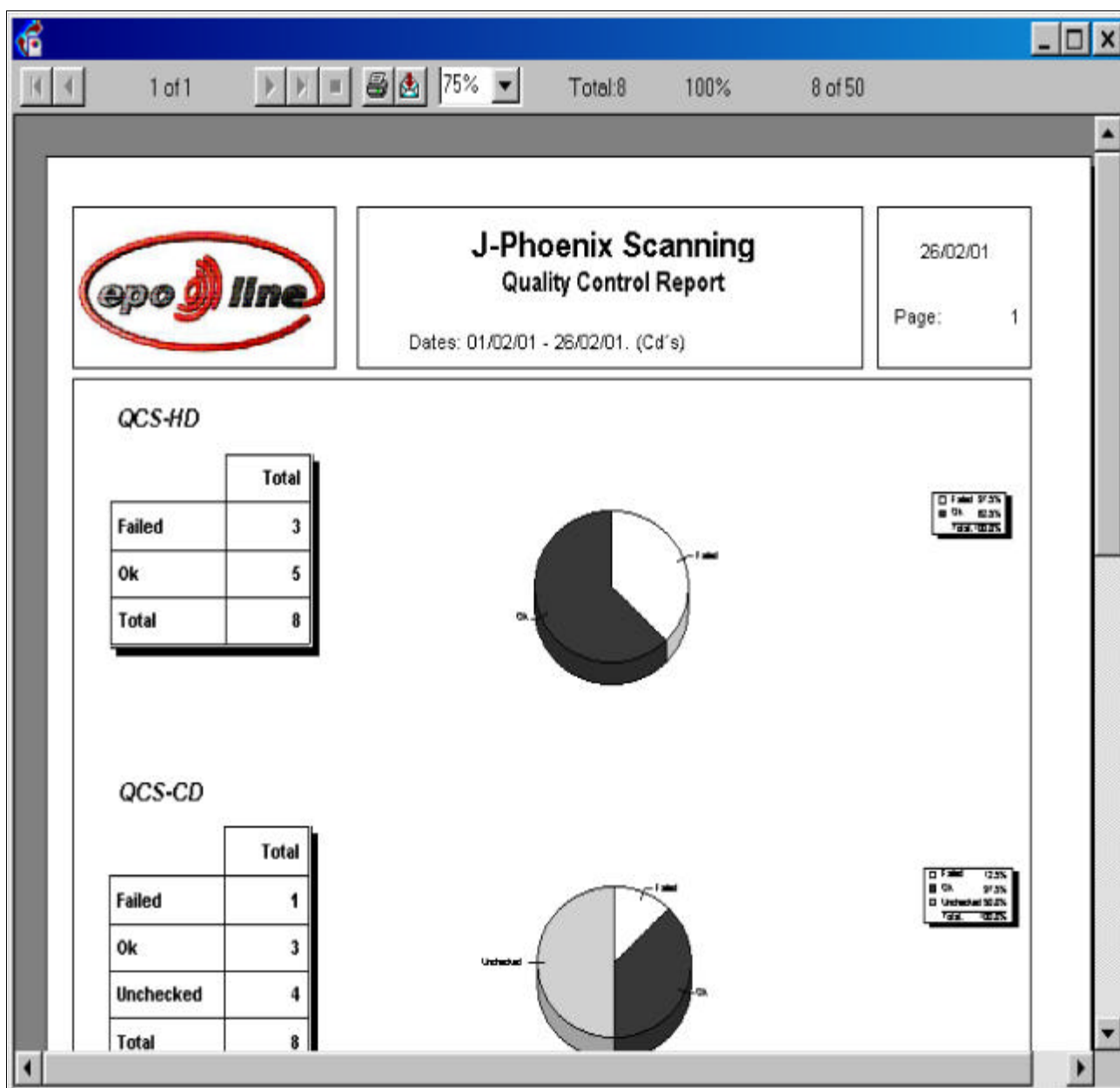
Isolated. Specifies the maximum diameter, in pixels, of image objects to remove.

4. Reports

With the report options, the application gives information about the Production, Status, Contents and Quality Control of the scanned and generated images.

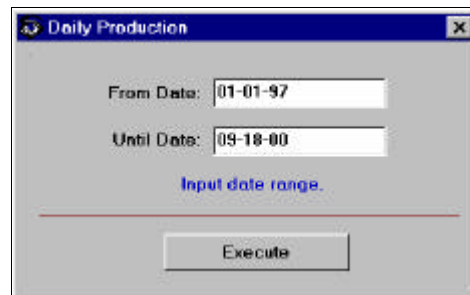
4.1 Quality Control Statistics

Shows the Quality Control statistics (QCS-HD, QCS-CD, QCI-HD and QCI-CD) for CD's and Batches, given a date range.



4.2 Daily Production.

Shows by Day and CD, the number of images generated and the Quality Control Status, for a given date range.




From Date: 01-01-97

Until Date: 09-18-00

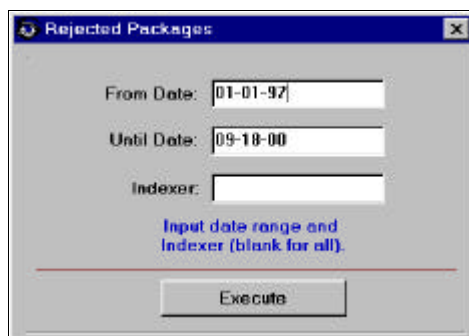
Input date range.

Execute

<div> <div>1 of 1</div> <div>72%</div> <div>Total:1 100% 1 of 6</div> </div>							
		J-Phoenix Scanning Daily Production Report Dates: 22/02/01 - 26/02/01				26/02/01 Page: 1	
CDR ID	DATE TIME	# IMAGES	# BATCHES	QCS-HD	QCS-CD	QCI-HD	QCI-CD
DATE: 23/02/01							
200102239101	23/02/01 14:08:40	195	2	Ok	Ok	Unchecked	Unchecked
# CD's	1	195	2				
# CD's	1	195	2				

4.3 Rejected Packages.

Shows a list of rejected packages for a given date range and Indexer (optional).



Rejected Packages

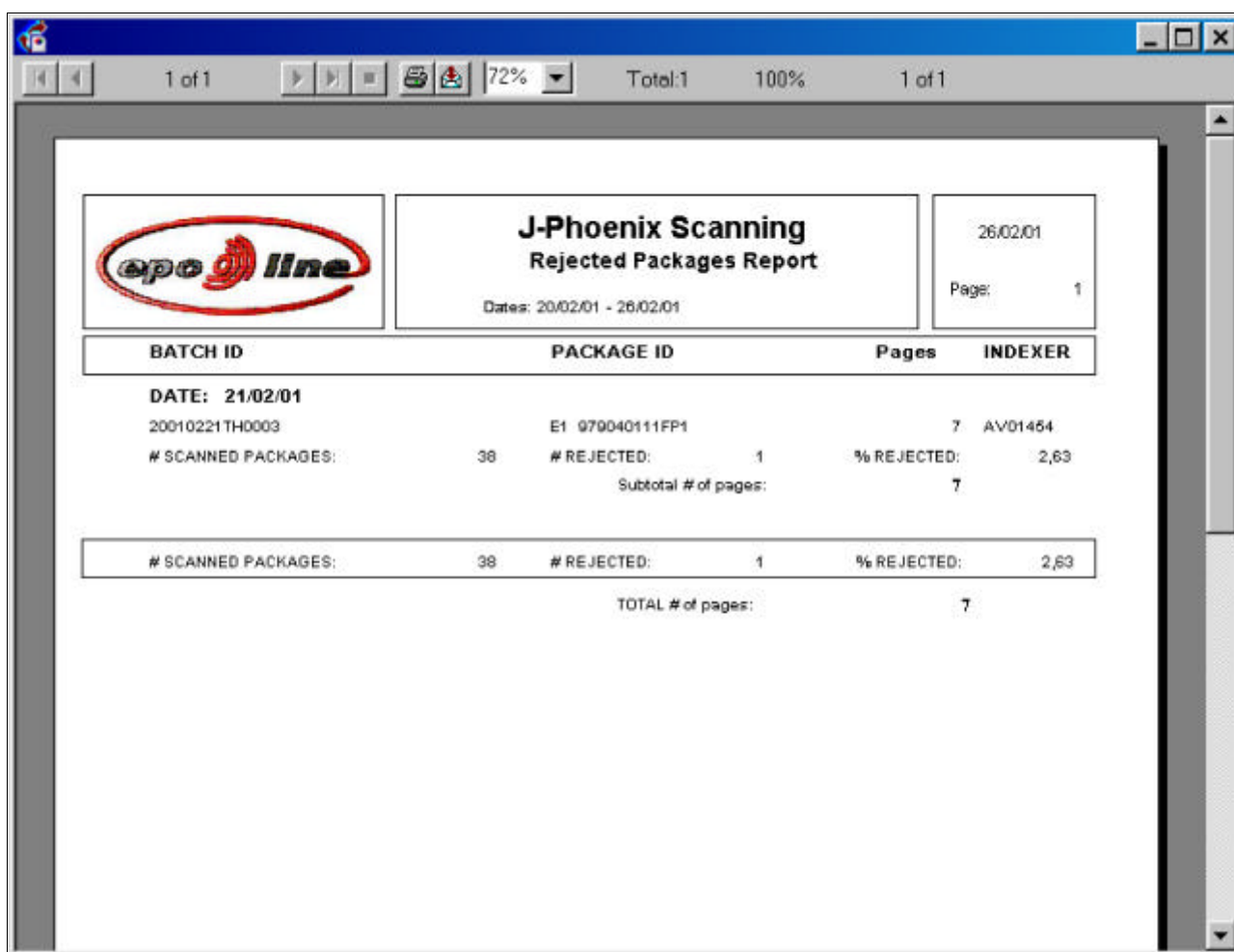
From Date: 01-01-97

Until Date: 09-18-00

Indexer:

Input date range and Indexer (blank for all).

Execute



1 of 1 72% Total:1 100% 1 of 1

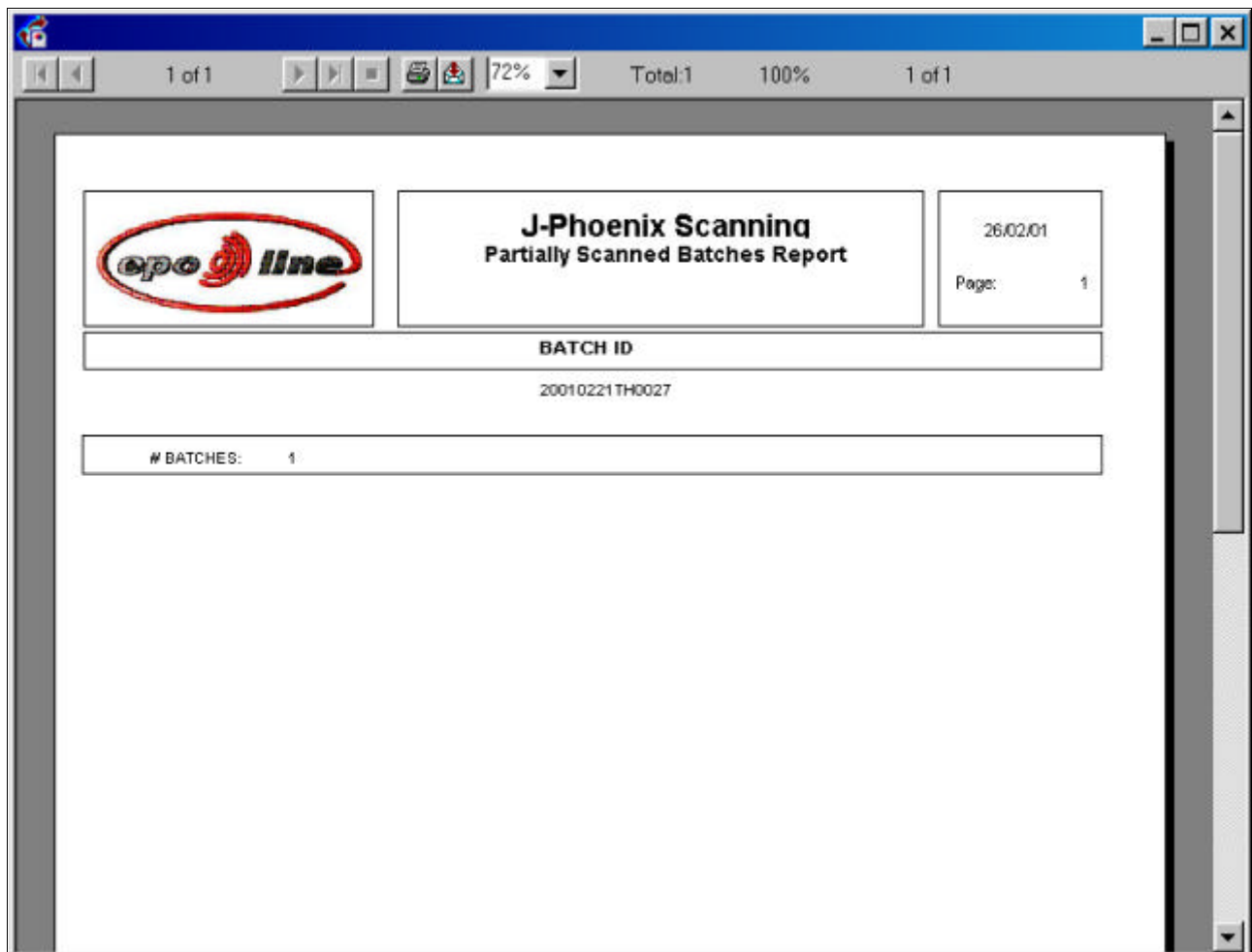
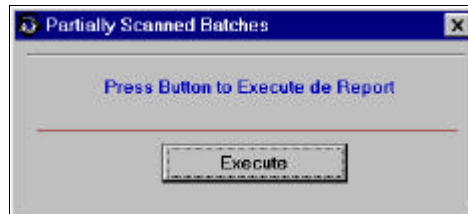
J-Phoenix Scanning
Rejected Packages Report
Dates: 20/02/01 - 26/02/01

26/02/01
Page: 1

BATCH ID	PACKAGE ID	Pages	INDEXER
DATE: 21/02/01			
20010221TH0003	E1 979040111FP1	7	AV01454
# SCANNED PACKAGES:	38	# REJECTED: 1	% REJECTED: 2,63
	Subtotal # of pages:	7	
# SCANNED PACKAGES:	38	# REJECTED: 1	% REJECTED: 2,63
	TOTAL # of pages:	7	

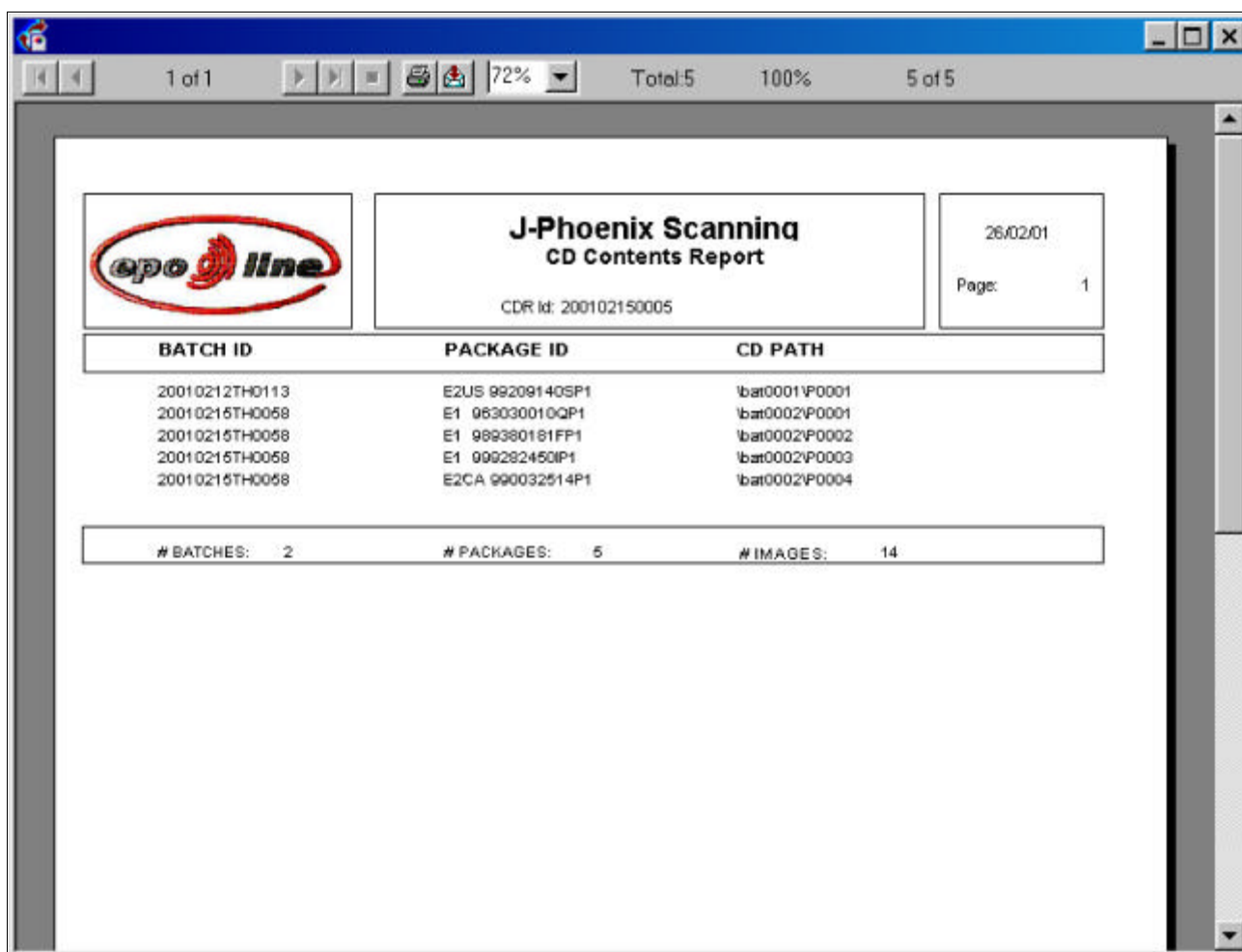
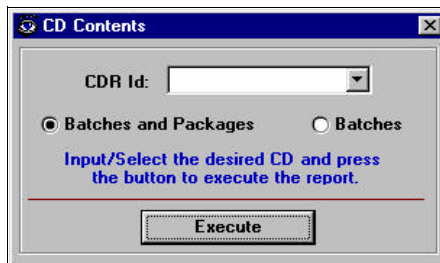
4.4 Partially Scanned Batches

Shows a list of the partially scanned batches



4.5 CD Contents

Shows the CD contents for a given CD.



5. Security

5.1 User access control

Users have to identify when starting a session. Three user profiles have been defined: Administrator (ADM), Supervisor (SPV) and Operator (OPR). Depending on his/her profile, each user has different permissions to access application functionality. These permissions are administrator-configurable and default to the following:

Operation	ADMI	Supervisor	Operator
Administration commands	YES	NO	NO
Scan and troubleshoot batches	YES	YES	YES
CD operations	YES	YES	YES
Generate CD's	YES	YES	YES
Maintain CD's	YES	YES	NO
Database commands	YES	YES	NO
Consult database	YES	YES	NO
Print images	YES	YES	NO
Configure application general	YES	YES	YES
Setup Barcode reader	YES	YES	YES
Quality control commands	YES	YES	YES
Interactive Quality Control	YES	YES	YES
Systematic Quality Control	YES	YES	YES
Re-generate CD's	YES	YES	YES
Generate and print reports	YES	NO	NO
Scan batches	YES	YES	YES
Setup	YES	YES	YES
Calibration Manager	YES	YES	YES
Configure ScanFix	YES	YES	NO
Trouble shooting	YES	YES	YES
General application options	YES	YES	NO
Configure ISIS settings	YES	YES	YES
Configure Kodak settings	YES	YES	YES
Image rotations setting access	YES	YES	YES

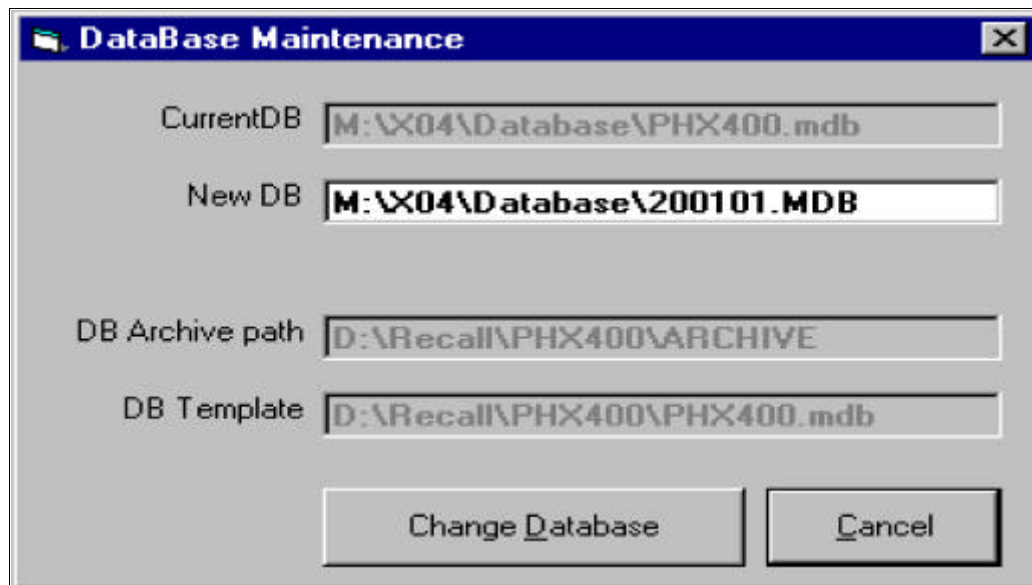
Changing profiles and configuring security settings can only be carried out by the Administrator.

6. Database Administration and Maintenance

6.1 Changing the Current Database

Dependent on the size of the scan server harddisk it is required to regularly change the database. The Database contains information concerning status of batches, packages and CDs.

The Database Maintenance feature automates this process.



The process can be accessed using the Database Change dialog box shown above and works as follows:

1. Checks database for partially scanned batches.
If partially scanned batches are present, you have to finalise the scan process before database change can be executed.
2. Prevents scanning NEW batches until the process ends properly.

When there are no batches partially scanned;

3. The scanned batches that are not assigned to a CD and the generated CD's not validated, are moved to the new database.
4. The Change is done (current database and store the old one), according to the pre-defined administrator configurable directories.

L Be aware that you have to change the Reports database manually. This is done to give you more flexibility in accessing the "OLD" as well as the "NEW" reports database.

6.2 Local Harddisk maintenance

To assist you in your daily work, the application checks the available harddisk space before every generation. To prevent delays during generation, due to full harddisk, you should maintain the local drive/directory of the workstation(s) used for CD creation. During maintenance you can delete the images that have been written onto CD-R and successfully loaded into *epoline®* Phoenix. On e.g. D:\OUTPUT you will find the CDRids

6.3 CD-R Maintenance

During the scan process images are stored on the harddisk of the scan server. To prevent problems of harddisk being full you are required to maintain the image archive.

On the main scan window you select CD, followed by Maintenance.

In the presented window you will find the id of the created CD-Rs, by adding them to the Loaded CD's window you can remove the images from the scan server.

During the CD-R maintenance process the following is done:

- Batch status is changed to loaded
- Images are deleted from scan server
- Relationship between batches and CDRid is locked
- DMS files are deleted

Maintenance should only be executed after successful loading of the CD-R.

Batch Storage

1. General rules

- 1.1 All packages entering the *epoline*® Phoenix system, which have been scanned, written to CD-R and successfully loaded, must be stored into boxes.
- 1.2 For all batches put in boxes the box number and box location has to be recorded in *epoline*® Phoenix/DMS.
- 1.3 All boxes stored in the storage must be labelled.

2. Retrieval of packages

- 2.1 *epoline*® Phoenix **Document Details** is used to locate the packages requested for re-scan
- 2.2 When removing a package out of a box, the location of the package should be marked with a card that indicates the batch/package number. The BCS will be updated by hand (cross out removed package).

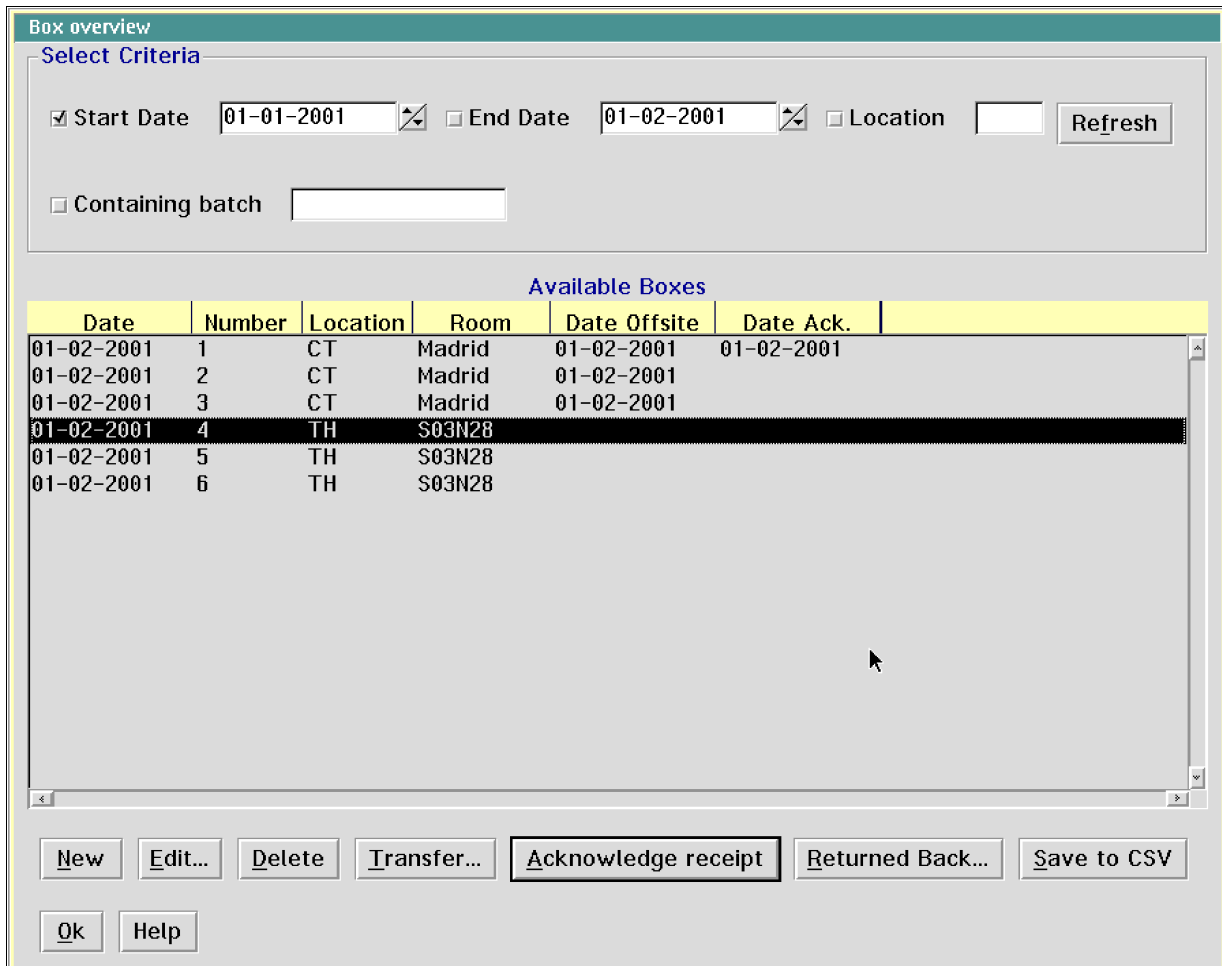
In case a re-scan is required the document receives a new Package Id , is put in a new batch and will be stored in another box. The card remains in the old box.

- 2.3 If a re-scan is not required the package must be stored in the original box and the card (point 2.2) must be removed when the package/Batch is returned to the box

3. Storing of batches

epoline® Phoenix is used to register in which box batches are stored and to identify the location of the box.

3.1 On the Main epoline® Phoenix window select **Batch** followed by **Paper Storage**



Box overview

Select Criteria

☒ Start Date 01-01-2001 ☐ End Date 01-02-2001 ☐ Location

☐ Containing batch

Available Boxes

Date	Number	Location	Room	Date Offsite	Date Ack.
01-02-2001	1	CT	Madrid	01-02-2001	01-02-2001
01-02-2001	2	CT	Madrid	01-02-2001	
01-02-2001	3	CT	Madrid	01-02-2001	
01-02-2001	4	TH	S03N28		
01-02-2001	5	TH	S03N28		
01-02-2001	6	TH	S03N28		

3.1.1 To create a new box, select **NEW**.

New box number will be created e.g 20010201-1

3.1.2 To put batches in an already existing box, **select** the **box** followed by **EDIT**.

3.1.3 To delete a box, select **DELETE**. *Only possible when no batches are registered in that box.*

! **Transfer:** Used to change location of boxes

List containing transferred boxes is automatically printed.

! **Acknowledge receipt:** Used by Offsite storage contractor

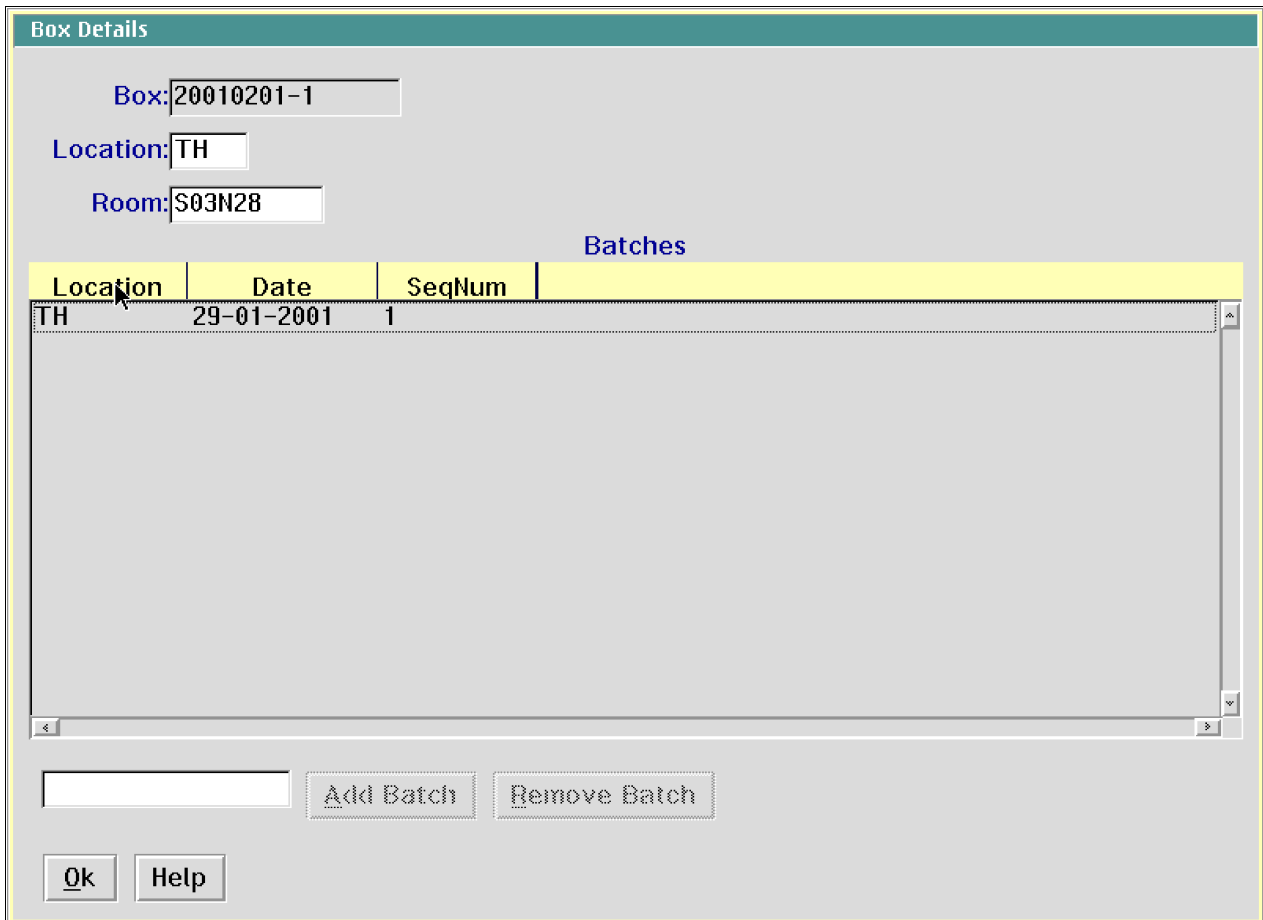
! **Returned Back:** To register boxes returned to EPO

! **Save to CSV:** To export a list of selected boxes to e.g. Excel

! **Selection Criteria:** Date, Location, Batch or a combination

Select **Refresh** to start search

3.1.4 After selecting a (new or existing) box, select **EDIT**.



The 'Box Details' dialog box contains the following fields and controls:

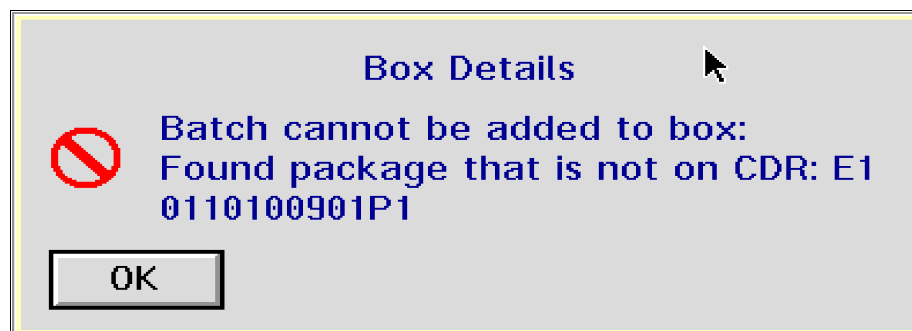
- Box:** 20010201-1
- Location:** TH
- Room:** S03N28
- Batches table:**

Location	Date	SeqNum
TH	29-01-2001	1
- Input field:** (empty)
- Buttons:** Add Batch, Remove Batch, Ok, Help

3.1.5 Fill in the **location** and **room** number.

3.1.6 Place cursor in batch entry field and enter Batch Id.
When Batch is recognised you can select **Add Batch**
Apply number label on full boxes e.g. 20010201-1

Exception: Batch is not on CD-R or CD-R is not loaded yet.



3.1.7 To remove a batch from a box, highlight the batch and select **Remove Batch**



ANNEX A



ANNEX B

***epoline*® Phoenix**

Scanning software

Installation and

Administrator Manual



ANNEX C

Scanning configuration and Installation requirements.

Recommended minimum requirement

1. Hardware requirements

a. **Scan Server** for Licence Database and temporary storage of scanned images.

1. Pentium PIII
2. 256MB RAM
3. 12 GB HD
4. Operating System: Windows NT

b. **Scanner**

Selected type is dependent on the daily volume to be scanned. Kodak and Fujitsu production scanner are commonly used.

If you have double sided documents, you require a scanner able to scan double sided.

c. **Scan Workstation**

1. Pentium PIII
2. 17" screen, 1024 x 768 High colour
3. 256MB RAM
4. 8.4 GB HD
5. SCSI card
6. Ethernet card
7. Operating System: Windows 98 or Windows NT
8. Scanning software including licences supplied by EPO.

d. **CD creation/generation Workstation**

idem as c. but with

CD writer - >4 speed

Software, e.g. Easy CD creator

2. Installation requirement

The installation steps are the following:

2.1 **Windows 95**

Run the following W95 update patches found in the "W95update" folder on the CD (in this order)

- a. DCOM95.EXE
- b. MDAC_TYP.EXE

These patches need to be installed in W95 workstation before the application's install program is run.

2.2 **Windows 98**

Install the DAO SDK found in the folder DAO SDK before the application's install program is run.

2.3 **Windows NT**

- a. Windows NT Service Pack 5 or greater and the ASPI32 utility (SCSI card).
- b. Install the DAO SDK found in the folder DAO SDK before the application's install program is run.

2.4 License database

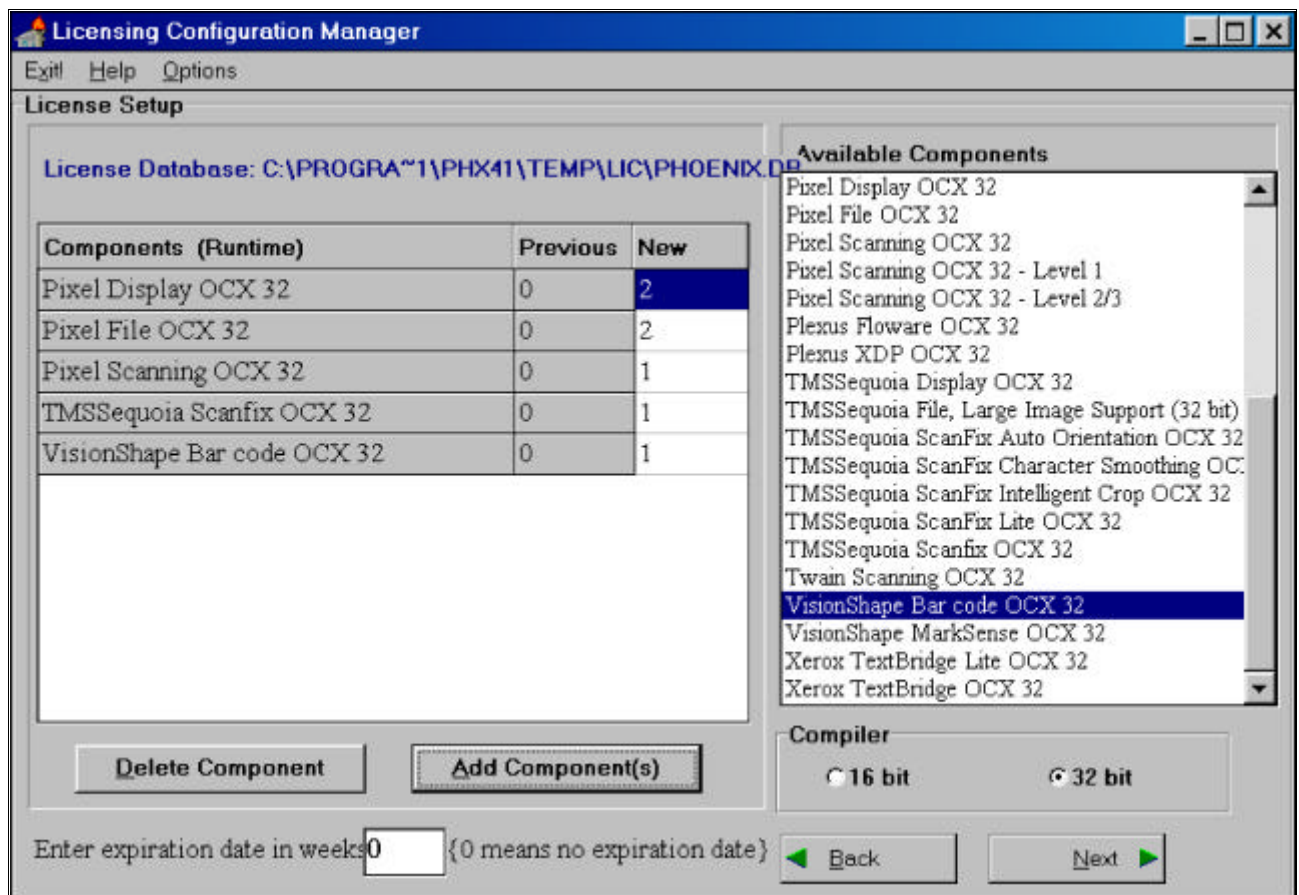
To install the license database the following is required:

- On the scan server create a directory (e.g. LIC).
- Go to the directory in which you have installed the *epoline®*Phoenix scan application and there you will find a file called **LCM.exe**, double click the icon.
- Select **Software Database** as License Method and **Runtime** as License Type.
- Browse to the directory mentioned in a. and give a name to the Token Database (e.g. Phoenix.db) and select OK.

This results in the calculation of the Site ID.

The Site Id is needed to request the validation of the required licenses.

- After selecting next you will get the following window:

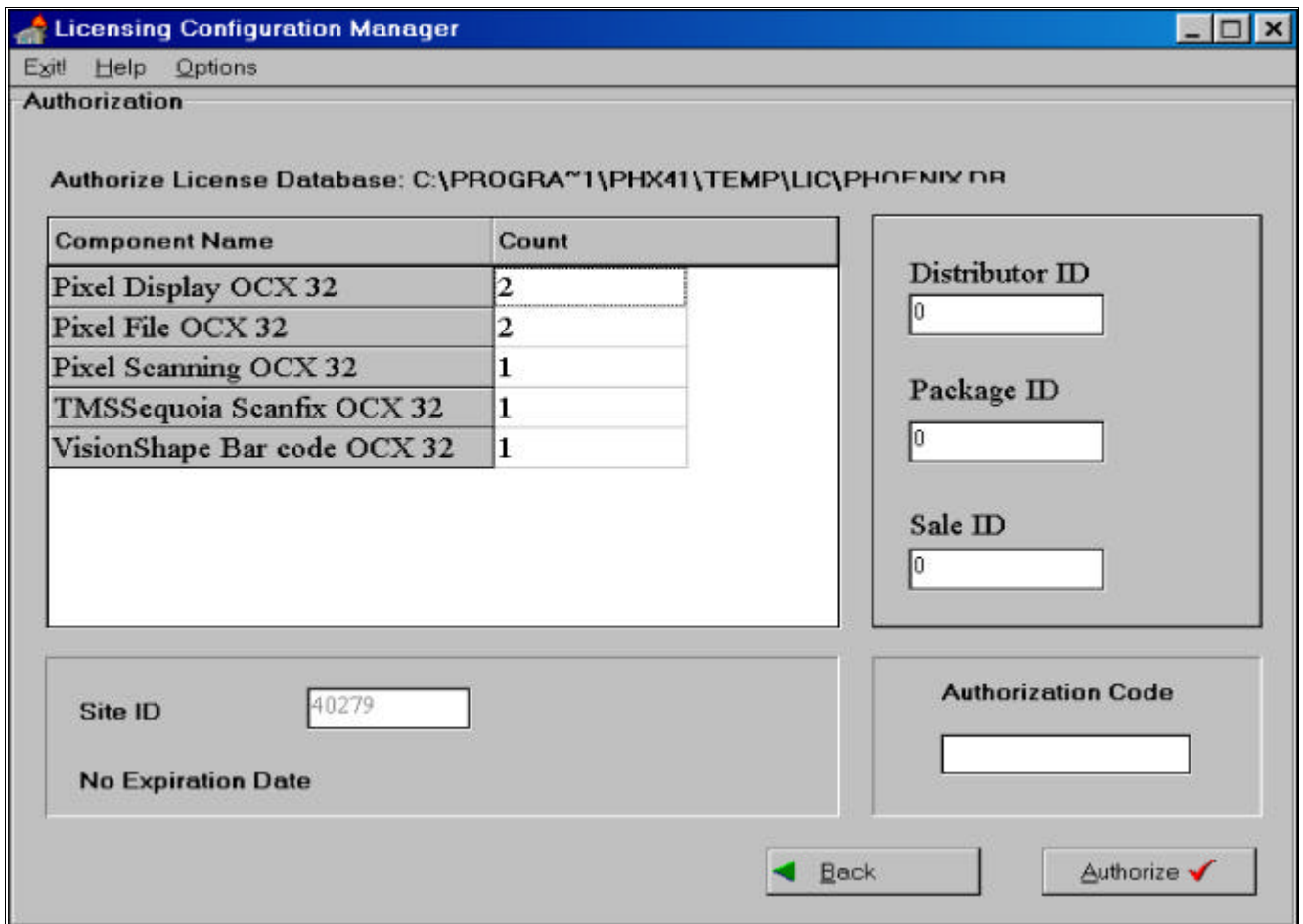


- Select 32 bit and add required components.

The 5 components selected in the above window are the minimum required to run one scanning workstation + scanner and one generation workstation at the same time.

- After selecting next you will get a window where you select **Phone** in order to go to the next window.

In this window you can enter the codes communicated to you by the EPO.



Licensing Configuration Manager

Exit Help Options

Authorization

Authorize License Database: C:\PROGRAM~1\PHX41\TEMP\LIC\PHOENIX DB

Component Name	Count
Pixel Display OCX 32	2
Pixel File OCX 32	2
Pixel Scanning OCX 32	1
TMSSequoia Scanfix OCX 32	1
VisionShape Bar code OCX 32	1

Distributor ID
0

Package ID
0

Sale ID
0

Site ID
40279

No Expiration Date

Authorization Code

Back Authorize ✓

2.5 To make sure that scanning and generation workstation(s) point to the license database, the following is required:

- Go to the directory C:\Windows or WINNT where you will find a file called **Imgbasic.ini**, double click the icon.
- Make sure that every scanning- and CD-generation workstation points to the correct database.

```
[LICENSING]
;code=881308800-44634
;code32=988351200-37612
DataBase=L:\LIC\Phoenix.DB
```